



REVISED: Submitted:  
07/17/2019 07/16/2019

JOB TITLE:	TECHNICIAN PROPERTY RECORDS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8072
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Coordinates equipment inventory, identification, marking, and auditing. Produces, updates, and audits completed inventories for the school system, and forwards to management information services for processing.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Gathers sufficient information to accurately and completely inventory a local school, system-wide service office location or program and accurately records and audits the information on the proper forms including state paid vocational inventory

Ensures, at the time of inventory, that all equipment is identified with proper stencil and etching information

Submits completed inventory forms to management information services for processing and edits computer reports for accuracy

Communicates the proper inventory procedures to various personnel in the local schools, system-wide service office locations, and various programs

Works with the various system-wide service office personnel responsible for handling of furniture and equipment to effectively audit and update all inventories

Audits various cost centers, system-wide service offices and special programs to verify accuracy of their inventory reports

Works with supervisor in analyzing the work of the unit and updating inventory procedures when necessary

Assists supervisor in maintaining the record of work accomplished by the unit and preparing necessary statistical and special reports

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Demonstrated ability to perform accurate inventory and auditing functions, prepare reports, and maintain appropriate records

Demonstrated ability to supervise personnel and to work with individuals and diverse groups

Possesses a working knowledge of equipment and furniture used in the school system

Knowledge of computerized inventory systems and procedures

Valid driver's license

Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Knowledge of computerized inventory systems and procedures
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Knowledge of BICS procedures and coding systems
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Ability to communicate procedural requirements with MIS programming staff
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Experience in a diverse workplace
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