



Charles County Sheriff's Office Job Description

Approved:

Date:

Job Title: Part-Time Fleet Inventory Specialist
Section: Property Management
Division: Special Services Division
Bureau: Administration
Reports To: Fleet Maintenance Supervisor
FLSA Status: Non-Exempt
Prepared By: A. Miner
Prepared Date: February 2021
Salary Level: Grade C
Scale: 7

SUMMARY:

This **part-time** position involves entering data into the various computer systems, compiling monthly and yearly inventory reports, updating and maintaining files, records, and reports for Fleet Services. The employee receives supervision from, and reports directly to, the Fleet Maintenance Supervisor. Work is evaluated through observations, conferences, and reports.

ESSENTIAL DUTIES:

This is a generalized job description. Specific duties and responsibilities may vary, depending on the assigned location. Duties and responsibilities may be added, deleted, or changed at any time at the direction of management, formally or informally, verbally or in writing.

Process receiving information from delivery source documents for materials, supplies, and equipment into the computerized inventory system following program format.

Research and price equipment needs.

Order equipment and supplies as needed and complete required requisitions.

Check and verify shipping records, handling questions or concerns, as necessary.

Follow up with outside vendors to ensure prompt delivery of items.

Complete and record the monthly and yearly inventory counts.

Prepare monthly and yearly divisional inventory report breakdowns.

Greet and direct citizens who come into the Property Management Section.

Complete routine clerical duties such as filing, typing letters, answering phones, route calls, take messages, and provide general information etc. as needed

Research and resolve inventory problems.

Use electronic scanning equipment to record inventory and vehicle maintenance records.

Establish, maintain, process, and update files, records or other documents.

Attend and participate in meetings and training sessions, as required.

Perform other related duties, as assigned.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS:

Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.

Working knowledge of computer software, word processing, spreadsheets, and database software.

Must pass a data entry skills test.

Ability to practice standardized inventory and management procedures.

Ability to lift 40 pounds and carry short distances up or down stairs without assistance.

Read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.

Possess thorough knowledge of business English, spelling, and punctuation.

Communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone.

Ability to write, compose, and develop documents, manuals, and other literature.

Ability to enter and retrieve data from the various computer systems to include the inventory database software.

Apply knowledge, experience, and reason to arrive at effective decisions for routine situations.

Knowledge in the use of office equipment such as a calculator, computer, fax, and copy machines.

Ability to utilize a high level of discretion, good judgment, and confidentiality.

Ability to maintain a high level of accuracy in assigned tasks.

Ability to organize and determine priorities of diverse assignments.

Ability to assimilate information from a variety of resources. Analyze, evaluate, and select, often with limited information, the best course of action.

Ability to read and comprehend various documents.

Ability to maintain composure and work effectively in situations of on the job pressure.

Possess a valid driver's license.

Ability to pass a comprehensive background investigation.

Ability to pass random drug screening.

EDUCATION and/or EXPERIENCE:

Associates Degree or Accounting Certificate or three (3) years experience in either computerized bookkeeping or the accounting field preferred, or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Working knowledge of Lotus and Excel spreadsheets.

GENERAL CHARACTER REQUIREMENTS:

It is a business necessity that the employee, as a member of the Charles County Sheriff's Office, possess a history and exhibit the characteristics of honesty, reliability, integrity, and interpersonal skills. Any criminal conviction/arrest may be grounds for disqualification.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some work is performed in an office setting with frequent interruptions.

Perform some manual labor in dirty and uncomfortable situations in all types of weather conditions.

Perform frequent physical activities, including bending, walking, lifting, climbing ladders or step stools.

Establish and maintain effective working relationships with coworkers and supervisors.

Appropriately accept supervision, criticism, and evaluation.

Exhibit and maintain professional decorum at all times.

Exhibit sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.

Deal tactfully, effectively, and equitably with people, both within and outside the Agency.

Sit for prolonged periods of time, answering the telephone, and operating computer equipment.

Read computer screens and be able to distinguish colors.

Climb a step stool or stoop down to reach file drawers just above or below arm level.

Manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

Must perform work in accordance with sound safety practices.

Must report for duty in a regular and punctual manner.

May be required to work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays.

Comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.