

**Leon County Public Schools
Classification Specification**

Salary Grade 36

Summary Information:

Classification Title: Property Control Clerk

Date Prepared: 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

480	Receive and Store Goods	Process incoming goods (including capital equipment) from vendors. May include maintaining warehouse or stockroom.
708	Property and Inventory	Responsible for the proper care, storage, and inventory of all school property. Additionally, responsible for the allocation of all school property within the school facility.
482	Distribution	Deliver materials, supplies, laundry, food, and equipment to departments.
360	Fixed Assets - Annual Inventory	Conduct an inventory of fixed assets.
481	Inventory Control Audit	Conduct periodic, perpetual and/or annual inventory of materials, supplies, food, etc. in the warehouse or stockroom.
483	Property Disposal	Sell or dispose of unused equipment and facilities. Conduct auctions.
049	Travel Time	Time spent traveling to meetings, between schools, or for other purposes. Does not include commuting between work and home.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: High School Diploma or equivalent with no related experience required

Supervisory Responsibility: None

Type of Supervision: N/A

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Effective Date:

07/01/2003

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Skill Identification

Managerial/Supervisory Skills	Important	Not Important
<ul style="list-style-type: none"> • Developing Multi-year Strategic and/or Operational Plans • Developing Annual Budgets • Policy Development • Controlling Expenses • Coordinating Resources • Decision making • Delegation • Individual/group leadership • Interpersonal (working with groups) • Knowledge of Business/organizational systems • Negotiating and/or persuading others to take action • Promoting safety • Supervising, coaching and developing employees 	X	X X X X X X X X X X X X

Office Skills	Important	Not Important
<ul style="list-style-type: none"> • Checking grammar/punctuation • Filing • Perceiving detail in checking information/forms • Reading comprehension (high school level) • Operating word processing software • Operating a computer terminal for data entry • Operating automated spreadsheet software • Scheduling appointments and/or travel • Taking and distributing messages • Taking dictation and meeting minutes • General mathematical - adding, subtracting, multiplying, etc. 	X	X X X X X X X X X X

Professional and Technical Skills	Important	Not Important
<ul style="list-style-type: none"> • Accounting/finance • Advanced math - algebra, statistics, geometry • Architecture • Bookkeeping • Computer operations • Computer programming • Contract interpretation • Craft skills (electrical, etc.) • Drawing-figures/drafting • Engineering • Graphic arts • Landscaping • Good Judgment • Work standards 	X	X X X X X X X X X X X X X

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• Integrity	X	
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Skill Identification (cont.)

Communication Skills	Important	Not Important
<ul style="list-style-type: none"> • Oral communication--exchanging or expressing ideas by means of the spoken word • Presentations--transmitting information in a formal setting • Foreign communication--using a language other than English to communicate in writing or orally • Written communication--preparation of manuscripts, speeches, detailed plans, letters, policies, etc. • Editing written documents for content • Reading comprehension - understanding technical or scientific blueprints and charts • Public speaking 	X	X X X X X X

Physical Demands	Important	Not Important
<ul style="list-style-type: none"> • Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching • Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder • Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms • Color - Match or discriminate colors • Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling) • Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips • Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved) • Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound • Lifting - raising or lowering an object from one level to another (includes upward pulling) • Pulling - exerting force upon an object so that the object moves toward the force (includes jerking) • Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions) • Reaching - extending the hands and arms in any direction • Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people • Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight 	X X X X X X X X X X X X X X	