

Leon County Public Schools Classification Specification

Salary Grade 32

Summary Information:

Classification Title: Parts Helper

Date Prepared: 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

Activity Identification

Activity Name

480	Receive and Store Goods	Process incoming goods (including capital equipment) from vendors. May include maintaining warehouse or stockroom.
481	Inventory Control Audit	Conduct periodic, perpetual and/or annual inventory of materials, supplies, food, etc. in the warehouse or stockroom.
358	Inventory - Accounting	Maintain inventory records.
482	Distribution	Deliver materials, supplies, laundry, food, and equipment to departments.
478 A	Requisitions (Materials, Parts, Supplies)	Fill requisitions for materials, parts and supplies and deliver to requesting school, department or office.
646	Data Inquiry/Access	Use computer terminals to access data.
755	In-Service Training	Participates in appropriate in-service training.
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

Effective Date: 07/01/2003