



Classification: Clerk II
Title Code: V00002
Pay Range: 08

POSITION SUMMARY:

This is standardized clerical and manual work in receiving, handling, recording, storing, and shipping of merchandise and general care of Patrol buildings and grounds. An employee in this position performs a variety of housekeeping tasks, mowing lawns, snow removal, etc. Work is assigned and performed in accordance with established routines. Work is subject to close supervision by a designated supervisor and is reviewed by general inspection and observation of results.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Operates supply inventory system to requisition, receive, inventory, and issue supplies.

Assembles, packs, and transports merchandise.

Places goods into inventory; assists in maintaining on-line inventory storage levels and in taking physical inventory of maintained stock as required.

Performs a variety of housekeeping tasks such as mopping, scrubbing, dusting, and polishing.

Exercises care in the proper implementation of established cleaning procedures in areas assigned and ensures that cleaning materials are used in accordance with manufacturer's recommendations.

Cleans restrooms and fixtures; cleans dust and dirt from ceilings, walls, pipes, floors and windows; strips, cleans, waxes, and polishes floors.

Operates in a safe manner, various powered equipment (e.g., buffers, lawn tractor, etc.) in the performance of assigned tasks; repairs and maintains tools and equipment used.

Participates in the maintenance of institutional grounds; plants and waters trees, grass, flowers, shrubs; mows and trims lawn and hedges; weeds flower beds; sprays lawns, shrubs, and trees with fertilizer or insecticide.

Removes dirt, rubbish, snow, etc., from walkways and parking areas as required.

Operates safely a three-quarter ton truck with blade to remove snow from parking areas.

Performs limited painting and patch plastering; makes minor repairs and adjustments to plumbing, water lines, electrical wiring and equipment, etc., in the maintenance of building surfaces.

Operates basic office equipment (e.g., computer terminal and keyboard, on-line inventory management software, telephone, copy machine, etc.).

Performs other related work as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of operating and maintaining on-line inventory management software.

Knowledge of operating bar code scanning equipment.

Knowledge of the proper use of materials, methods, and equipment used in housekeeping and building and grounds maintenance work.

Knowledge of the operation and proper care of housekeeping equipment; maintain and make minor repairs to machinery and equipment.

Knowledge of the proper care of grass, flowers, trees, and shrubs used on institutional grounds.

Knowledge of the standard tools, materials and practices used in general housekeeping and building and grounds maintenance.

Ability to operate a forklift to include a manual and/or electric pallet jack and other moving equipment.

Ability to exercise judgment and discretion.

Must be able to work long hours while standing.

Ability to work outdoors for a long period of time, operate a vehicle, and transport assigned materials/equipment in inclement weather.

Ability to lift, move, and/or carry at least 50 pounds (supplies, furniture, and bags of lawn fertilizer, salt, and/or grass seed, etc.)

Ability to perform a variety of routine tasks in the care, cleaning, and general maintenance of building, grounds and equipment.

Ability to operate powered equipment in the performance of assigned tasks.

Ability to drive a three-quarter ton truck in the performance of assigned tasks.

Ability to work independently with general supervision.

Ability to follow written and/or oral instructions.

Ability to interpret and comprehend product directions according to manufacturer's recommendations.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

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Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from the eighth grade and possess at least one year of experience as a Clerk I or comparable experience.

NECESSARY SPECIAL REQUIREMENTS:

Possess or obtain and maintain a valid driver license.

Must be at least eighteen years old at the time of appointment.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.