

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 7101  
Pay Grade: D09

FLSA: Non-Exempt

**PROPERTY CONTROL CLERK**

**MAJOR FUNCTION:**

Performs clerical duties involving auditing methods and procedures to locate and verify tangible personal School Board property in the field. Emphasis is on continual check and verification of assets to provide current accurate listings. Work is performed independently under general direction.

**DUTIES AND RESPONSIBILITIES:**

- Conducts field inventories of tangible personal School Board owned property at various locations. Locates, categorizes, verifies, and insures equipment is tagged in accordance with state guidelines and Board policy.
- Sets appointments and meets with principals and staff.
- Prepares inventory spreadsheets, forms and memos.
- Researches problem situations and/or files relating to the acquisition, transfer, and disposition of tangible personal property belonging to the School Board.
- May contact vendors to identify equipment and determine how it is used.
- Assists in value estimates of unlisted property and components of overall systems.
- Assists in the maintenance of records of tangible personal School Board property.
- May train and assist other property records personnel to assure assignments are carried out in accordance with accepted policies.
- Performs related work as assigned.

**MINIMUM QUALIFICATIONS:**

Graduation from a standard high school or possession of a GED and three (3) years progressively responsible office experience, to include one (1) year of experience in inventory control, property records, or a related field. Possession of a valid State of Florida Class E noncommercial driver's license.

ISSUED: 7/01 AK; BOARD APPROVED: 10/01; REVISED WC: 6/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**PROPERTY CONTROL CLERK**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time			X		
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts			X		
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions		X			
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job		X			