

SURPLUS PROPERTY TECHNICIAN

NATURE OF WORK IN THIS CLASS:

This is technical work involved in the screening, acquisition, distribution, and utilization activities of the surplus property program.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Screens and compiles records in the receiving, storing, and issuing of surplus property; posts information to ledger or to other records; extracts data from receiving and shipping papers, requisitions, contracts, accounting reports or other documents.

Assists Surplus Property Distribution Supervisor in the acquisition, distribution, inventory, maintenance, transportation, receiving, and storage of surplus property.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern office practices and procedures.

Ability to learn, interpret, and apply rules and regulations, policies and procedures, governing the distribution and utilization of surplus property.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

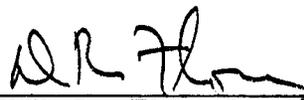
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Two years of experience in storekeeping or warehousing operations and graduation from high school; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission