



CLASS SPECIFICATION

Class Code: 60000410
Date Established: 1973
Last Reviewed: 11/2024
Last Revised: 11/2024
Last Title Change:
FLSA: non-exempt
Probation: 6 months

PROPERTY INVENTORY CLERK

DEFINITION

Under general supervision, maintains property control and inventory systems; supervises a crew of inmates assigned to laundry duties within the Washoe County Regional Detention Center; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Any combination of related training and experience that would provide the required entry-level knowledge, skills, and abilities.

LICENSE OR CERTIFICATE

None.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Oversee a crew of inmate workers by hiring and firing when necessary; manage inmates' schedules and days off based on their class program schedules; directly supervise and provide continuous training to inmates working in the Property/Laundry area to assist with daily tasks of cleaning and preparing laundry for exchanges.

Maintain a computerized property control and inventory program by description, location and value; enter data on computer; record receipt of new property and mark for identification; release property to authorized units and individuals.

Receive and store inmate clothing and personal articles for period of incarceration in accordance with specific instructions and issue receipts for the items.

Conduct periodic physical inventories; process changes, transfers and deletions; reconcile disparities in records and inventory; prepare reports; maintain computerized history file.

Prepare, issue, and exchange uniforms for inmates, including work crews in the kitchen and misdemeanor building and housing units; disperse linens and supplies according to departmental procedures and ensure that clean stock is available for distribution.

Inspect property and equipment to determine condition and value of property and equipment; recommend proper disposition of property.

Identify and store reusable surplus property; maintain surplus property storage locations in an orderly manner.

Release inmate property, clothing, and personal items to properly designated and identified recipients, according to policies and procedures, and complete inmate property release forms.

Answer questions and provide information to County staff and the general public regarding the receipt, use, transmittal, care, and disposal of property; interpret and apply pertinent statutes, ordinances, rules, and regulations; instruct others in the use of barcodes and scanners.

Operate laundry equipment as needed.

Ensure that inmate crews perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental policies and procedures.

Laws, rules, and regulations that apply to the assigned function.

Operating characteristics of the computerized inventory system and property control program used by the County.

Occupational hazards and standard safety practices applicable to area of assignment.

Ability to:

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply pertinent laws, codes, and regulations including administrative and departmental policies and procedures.

Respond to requests and inquiries from the public and County personnel related to policies and procedures of assigned function.

Operate equipment and machinery including washers, dryers, and the property room storage conveyer.

Provide assistance in the training and supervision of inmate laundry crew.

Handle bad odors and situations with biohazards of bodily fluids, bugs, and fentanyl on clothing by following cleaning procedures.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)*

Knowledge of:

Storekeeping and inventory methods and practices.

Techniques and methods of record keeping.

Principles and practices used to effectively interact with the public.

Basic mathematical principles.

Basic understanding of laundry operations.

Ability to:

Operate modern office equipment, including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Prepare and maintain accurate and complete records.

Write clear and concise reports.

Conduct accurate inventories of diverse property.

Perform mathematical computations quickly and accurately.

Communicate effectively, both verbally and in writing.

Establish and maintain effective and cooperative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit, stand, walk, kneel, stoop, climb, and lift 50 lbs.; exposure to outdoors and mechanical hazards; ability to travel to different sites and locations.

Ability to work in a detention facility environment.

Must possess sufficient hearing ability to discern voice transmissions and alarms.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.