

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PROPERTY AND SUPPLY CLERK II

POSITION CODE: 34792

Effective: 12-16-71

DISTINGUISHING FEATURES OF WORK:

Under general supervision, is responsible for the Property Control Program at a small institution or serves as the assistant in a large institution or state agency; performs clerical work in controlling and accounting for property, supplies, and equipment.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Is responsible for property control and accounting operations at a small institution; supervises and participates in checking and marking items received, maintaining required records, preparing required reports, and conducting inventories and locator checks; is responsible for recommending transfer, condemnation, or purchase of equipment and for determining proper action to take to resolve discrepancies discovered in inventory and other checks.
2. Inspects assigned areas to detect damaged, workout, and otherwise unfit items and supplies; condemns items which cannot be salvaged and recommends, and as appropriate arranges for, repair or conversion of others; reports unused items; in accordance with institution procedure, requisitions replacements or requests replacement of patients' property from their families; and prepares required records and reports.
3. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires one year of bookkeeping or clerical experience.

Knowledges, Skills and Abilities

Requires thorough knowledge of the rules and regulations of the State Property Control Act.

Requires the ability to plan, organize, and supervise activities of other property control personnel.

Requires ability to instruct personnel regarding the State Property Control Program.

Requires ability to interpret and evaluate property assets, their depreciation and condemnation.

Requires ability to prepare accurate reports and records.