ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PROPERTY AND SUPPLY CLERK III

POSITION CODE: 34793
Effective: 12-16-71

DISTINGUISHING FEATURES OF WORK:

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Is responsible for supervising property control and accounting operations requiring the services of a small group of employees; supervises and participates in checking and marking items received, with responsibility for determining in difficult cases (e.g., in connection with specialized technical items) whether to accept or reject items received; maintaining required records and preparing required reports; and conducting inventories and locator checks, with responsibility for recommending transfer, condemnation, and replacement of equipment and action to take to resolve discrepancies in inventory results; organizes work for employees, supervises and is responsible for coordinating its flow in and out of the section; assigns work on the basis of available skills, established and special priorities, workload, etc.; reviews work for adequacy, accuracy, timeliness, and conformance with instructions and established practice; interviews job applicants, hires employees, orients and trains them, advises on work problems, schedules and grants leaves, and recommends personnel and position actions.

2. Is responsible for requisitioning supplies and equipment; checks or prepares description of items required, including specialized technical items; requests, by letter or telephone, information concerning prices, availability, specifications, delivery dates, etc.; maintains liaison with purchasing office and suppliers and resolves matters such as late delivery, damaged items, servicing problems, and failures to meet specifications; and may also check and complete receiving reports, verify invoices, and prepare vouchers for payment; serves as source of advice to others in the facility on requisitioning and purchasing procedures and typically is the principal point of contact with delivery men, salesmen, and inspectors; may oversee the work of one or two others engaged in related typing and clerical work.

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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 two years of clerical and bookkeeping experience.

Knowledges, Skills and Abilities

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

Requires ability to plan, organize and supervise activities of 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 maintain accurate records and prepare accurate inventory reports.