



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROPERTY CONTROL AND RECORDS RETENTION TECHNICIAN

BASIC FUNCTION:

Receives general supervision from the Warehouse Supervisor and the Purchasing Manager to perform duties in receiving, checking and distributing equipment. Maintain and control the disposition of surplus. To provide technical and administrative support in personal property record keeping; provide support in records retention, records storage and other records management areas; and perform related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Maintain a property control system which conforms to Federal and State laws regarding the retention of historical records from time of acquisition to date and mode of disposition of personal property.

Process equipment location documents at time of receiving or when equipment moves from one site to another.

Process daily receiving paperwork for personal property purchases of equipment and furniture; keep a clear, accurate and complete listing of the above to include all facts pertinent to comply with record retention and funding source requirements and coordinate activities with all necessary or appropriate departments.

Operate fork lift, pallet jack.

Schedule receipt of property; maintain a replacement schedule on all property; prepare and arrange list for surplus sale to be submitted to the Board of Education.

Receive, check in, tag and identify equipment to reflect funding source with SUSD number which is maintained in the computer and prepare for delivery each day all equipment ordered for a site which has been delivered to the Warehouse.

Conduct site inventory reviews and follow up with site administrators in keeping these systems current.

Make deliveries to sites as required.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

Property Control/Record Retention Technician - Continued

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and techniques of property control systems, including records control systems.
- Records management legal requirement principles and practices; purpose and function of retention schedules; records storage systems and equipment.
- Inventory and property accounting practices.

ABILITY TO:

- Maintain a property control and records retention system accurately and neatly.
- Inventory and perform property records transactions.
- Evaluate and ascribe value to property for surplus sale.
- Maintain cooperative working relationships with others.
- Computer skills and ability to perform data entry functions.
- Physical capability to perform the essential functions of the job.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Three years highly responsible experience in warehousing and inventory control and/or completion of two years of accredited college work in business.

License or Certificate

Possession of a valid California driver's license is required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Regular exposure to fumes, dust and odors.

As required must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Dexterity of hands and fingers to operate a variety of trade tools.
- Walk and/or stand for extended periods of time.
- See to perform assigned duties.
- Lift and/or carry up to 40 lbs at waist height for short distances.
- Occasionally lift and/or carry up to 60 lbs at waist height for short distances.

Property Control/Record Retention Technician - Continued

- Lift up to 40 lbs at shoulder height
- Occasionally lift up to 60 lbs at shoulder height.
- Push/pull up to 200 lbs for short distances.
- Occasionally push/pull up to 350 lbs. for short distances.
- Bend at the waist, kneel and stoop.
- Frequently grasp, reach overhead, above the shoulders and horizontally.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

HAZARDS:

Exposure to freezing temperatures

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 47