

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PROPERTY CLERK **GRADE:** 6

TITLE ABBREVIATION: PROPERTY CLERK **TITLE NO.:** 6517

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: SHERIFF **DIVISION:** CORRECTIONS

SUPERVISOR'S TITLE: CORRECTIONS LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the intake inventory and final release of inmate valuables, and/or other inmate properties, secured at the Orange County Correctional Facility. Work is performed in accordance with established policies and procedures and involves the maintenance of precise clerical records ensuring all transactions are completed in a correct and secure manner. Work is performed under the general supervision of the Corrections Lieutenant with some latitude for independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects inmates' personal valuables and/or other possessions from the booking office;

Assigns security locker to each bagged parcel of valuables;

Numbers, according to its assigned locker, each property bag collected;

Maintains accurate record of inmate's names(s), the assigned property number, intake date, etc.;

Operates office equipment such as keyboards, calculators, copy machines, computers and peripheral equipment;

Operates computer systems and applications such as spreadsheets, word processing, calendar, e-mail or other database software in performing work assignments;

Ensures the secure release of inmate's property by verification of appropriate identification;

Releases to inmate's care, upon his/her request and with the supervisor's approval, selected items from property bag;

Releases property, at inmate's request, to an outside party;

Releases property directly to inmates(s) upon their release from the Facility;

Documents all transactions in an accurate and complete manner;

Makes file searches of "dead" property upon request.

Inventories all secured properties on a regular basis;

Answers correspondence in a timely manner regarding held properties;

Maintains inventory of Correction Facility's office supplies and orders when needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of maintaining inventory control; good knowledge of office procedures; good knowledge of record keeping practices; good knowledge of business English; ability to understand and carry out oral and written directions; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; accuracy; organizational skills; even temperament; good judgment; integrity; tact and courtesy; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

NOTE: Computer literacy will be evaluated during the probationary period.