



Seminole County Sheriff's Office

MATERIALS SPECIALIST

Class Spec Code: 1040

Established Date: 10/14/2020

Last Revised Date: 11/04/2022

Effective: 11/18/2022

Salary Range

\$16.50 Hourly

Bargaining Unit

N/A

EEO

EEO4-Administrative Support

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

Yes

General Description

Technical work responsible assisting the Material Supply functions for the Sheriff's Office.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Assists in the process of acquisition, inventory and disposal of supplies and equipment used to support the function of the Sheriff's Office.

Ensures proper procurement, receipt, storage, control, issuance, inventory and delivery of material.

Fulfills requests for uniforms, duty gear and business forms. Assists with uniform

and body armor fittings for personnel. Processes returned uniforms and duty gear.

Assists with the disposal of uniforms, equipment and agency property consistent with Sheriff's Office policy and State Statutes.

Receives delivered orders, checks for accuracy and places the items in their assigned locations. Communicates stock levels and assists in ordering as needed.

Receives deliveries from various delivery services. Provides notification to end-users of delivery and arranges for package pick up. Assist agency personnel with shipping needs.

Records receipt, issuance and return of uniforms and equipment in warehouse inventory system.

Ensures security of the Sheriff's Office inventory and inventory storage areas and maintains warehouse cleanliness.

Operates a forklift in warehouse setting.

Other duties as assigned.

Minimum Qualifications

- High School Diploma/GED
- One (1) year responsible work experience in inventory control or purchasing
- Consideration may be given to equivalent combination of related training, education and experience
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to included scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of Microsoft Office Word and Excel. Able to learn warehouse inventory system.

Ability to organize and maintain a storeroom; to maintain records and filing systems in an orderly and consistent manner; to work independently in carrying out assignments to completion; to follow oral and written instructions; to make decisions based on factual data; to present ideas clearly and concisely, both orally and in writing; to multi-task; to establish and maintain effective working relationships with departments and vendors.

Ability to operate a fork lift in a warehouse setting.

WORKING CONDITIONS

The work environment for the position is a warehouse setting. The incumbent performs work in an extended standing, reaching, stooping, or sedentary position. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Frequent standing, walking, stooping, bending, climbing stairs, driving; frequent use of a computer

Lifting-Able to lift 25 pounds regularly and up to 50 pounds with assistance

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Hearing/Talking- Requirement to hear normal speech; hearing on telephone and radio; talking on telephone/radio

Emotional/Psychological- Frequent public contact; decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, man-made or natural; some assignments may require working weekends, nights, and/or occasional overtime; some contact with inmates

Environmental-Occasional exposure to confined spaces and varied weather conditions including extreme heat and wet conditions