



## Seminole County Sheriff's Office

### WAREHOUSE COORDINATOR

Class Spec Code: 1060  
 Established Date: 09/28/2010  
 Last Revised Date: 01/26/2022  
 Effective: 01/26/2022

#### Salary Range

\$17.96 - \$28.77 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Service/Maintenance

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Performs administrative and technical work coordinating and monitoring the correctional facility warehouse operations.

#### 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.**

Coordinates the purchase and delivery of jail and inmate supplies. Inspects deliveries for contraband. Maintains inventory of all items in stock.

Confers with vendors regarding the purchase of items as needed. Obtains quotes, verbal and/or written, on all items purchased. Receives, verifies, and processes invoices for payment.

May supervise inmates assigned to warehouse operations. Inspects appearance and equipment of the facility as needed.

Prepares, maintains, and evaluates logs, records, reports, and other information necessary for operations. Initiates inmate participant disciplinary actions as required.

Identifies and resolves problems. Makes recommendations for improved efficiency and performance.

Distributes cleaning and inmate supplies during workweek to inmate housing units throughout the facility.

May be assigned special projects as required.

Performs other duties as assigned or as may be necessary in the efficient and effective performance of the position functions.

#### Minimum Qualifications

- Associate's Degree
- Two (2) years of responsible administrative experience in inventory, procurement, or warehouse operations; or an equivalent combination of training 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 modern warehouse and purchasing techniques and practices.

Ability to demonstrate ethical and professional behavior.

Ability to solve problems.

Ability to communicate effectively, both orally and in writing.

Ability to maintain records, inventory, and filing systems.

Ability to maintain effective working relationships with other agency personnel and vendors.

#### **WORKING CONDITIONS**

The work environment for this position is in a warehouse setting within the confines of a correctional facility. This position has contact with inmates designated as trusty status. The position performs duties standing or walking, limited sedentary. This position requires extensive lifting up to fifty (50) pounds without assistance. Work is generally performed during normal business hours.

#### **PHYSICAL ATTRIBUTES REQUIREMENTS**

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

**Lifting**-Able to lift 50 pounds;

**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, manmade 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.