HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Property Control Specialist

Job Code: W0706
Pay Grade: WK
Pay Scale: $24.81-$46.22 Hourly; $51,604.80-$96,137.60 Annually
Exempt: No

OVERVIEW

Perform administrative duties related to property and inventory control of organizational assets in accordance with applicable requirements.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Establish and maintain methods, procedures, and records to account for equipment purchases using computer operated software.
- Assist custodians with completing the disposal process of capital assets.
- Coordinate with property custodians to ensure all property is accounted for.
- Perform appraisals and/or assessments regarding the value of property based on condition and make recommendations as to the appropriate disposition.
- Maintain current records for a wide variety of accountable equipment materials.
- Assign property numbers, affix tags to accountable equipment, and record age, condition, and value.
- Assist custodians with transfer forms and any necessary documentation.
- Complete transfers, assignments and returns of assets to update any necessary changes.
- Conduct physical inventories throughout the agency to account for all capital and grant assets.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of property control, inventory procedures.
- Working knowledge of rules and regulations governing procedures for disposal of surplus property.
- Working knowledge of the functions, services, procedures, and regulations of the unit or department to which assigned.
- Working knowledge of purchasing, storekeeping, and property control practices.
- Working knowledge of property depreciation procedures.
- Ability to maintain records of equipment, purchases, and surplus property.
- Ability to develop and maintain a database to verify proper identification of property and equipment.
- Ability to use a computer and related software.
- Ability to maintain work related records and prepare reports.
- Ability to prioritize workload.
- Ability to work effectively with others.
- Ability to proof own work and the work of others.

SKILLS

- Inventory Control
- Property Control
- Collaborative Communications
- Communicativeness
- Critical Thinking

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Occasional exposure to working with weapons.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Two years of experience in property control of capital assets.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.