



Tax Collector Property & Distribution Clerk

Category: Classified
Pay Grade: C17
Job Code: 23036

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs work managing the operations of the Tax Collector warehouse managing inventory control and maintaining a pick-up and delivery schedule throughout the County in keeping with established procedures; engages in distributing mails, materials, and equipment throughout the County and affiliated organizations; performs light to medium physical labor lifting and carrying items associated with mail, supplies, and other items, may drive over 100 miles a day and carry large sums of checks and cash, and may perform clerical related functions; may supervise subordinates engaged in performing technical property control work and in departmental material distribution.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Performs daily inventory control routines;
- Makes pick-ups and deliveries at pre-determined locations throughout the County in accordance with department policy;
- Carries large sums of cash and other negotiable items, writes receipts for articles received, and is held accountable for safe delivery of funds;
- Performs annual or special inventories and/or property control procedures;
- Sorts mail, parcels, and other materials according to delivery routes and schedules and breaks down and repackages bulk quantities of mail for appropriate distribution;
- Coordinates property control and disposal activities, including surplus items;
- Recommends specifications for special items and evaluates products;
- Coordinates supply orders with multiple vendors in multiple locations;
- Assists supervisors in assembling budgets, researches and orders special materials, and prepares employee time and payroll records;
- Maintains computerized inventory control system and monitors records for discrepancies;
- Performs daily cycle counts of assigned items and records actual inventory count;
- Performs data processing related duties including using available statistical packages or programs, encoding data, data entry, and retrieval, routine computer terminal operations, and programming/reprogramming;
- Picks up outgoing mail and presorts outgoing mail by location;
- Assists Property Appraiser in pickup and delivery of Property Appraiser internal correspondence;
- Trains and mentors alternate courier on all tasks and functions of the position;
- Operates a Tax Collector Office's motor vehicle for scheduled delivery and pick-up at designated locations throughout the County, schedules motor vehicle in accordance with established policies for maintenance, and schedules alternate transportation during usual vehicle maintenance periods or emergency repairs;
- May engage in receiving, storing, and issuing stock and maintaining records and Material Safety Data Sheets (MSDS) from vendors;
- Initiates and processes records necessary for the proper operation and maintenance of a warehouse and any outlying service centers;
- Creates and processes work orders for order support and kitting;

- Operates postage scales and meters in order to weigh and stamp mail;
- Periodically lifts and carries mail sacks, boxes, and packages;
- Maintains basic records for outgoing and accountable mail;
- Performs clerical duties as necessitated by work flow or operational demands;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

One (1) year of motor vehicle operator work experience; and four (4) years of storekeeping, inventory, purchasing, or related experience that may include lead worker, supervision, or supervisory training; or an Associate's degree or completion of a two-year skilled trades or technology certification and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of warehousing methods, safety precautions and procedures used in the receipt, inventory, storage, and distribution of merchandise;
- Knowledge of regulations and procedures affecting purchasing, requisitioning, storekeeping, inventory and stock, or property control records;
- Knowledge of mailroom practices and procedures;
- Knowledge of main thoroughfares and governmental centers in the County;
- Knowledge of traffic and other regulations governing the use of a motor vehicle and of the occupational hazards and safety precautions in the operation of motor vehicles;
- Ability to operate a motor vehicle safely and keep associated records and possession of sufficient physical strength and ability to load and unload relatively heavy parcels, boxes, and sacks;
- Ability to apply computer applications and software;
- Ability to determine the quantity and quality of goods received against prescribed specifications;
- Ability to plan, assign, supervise, and evaluate the work of staff as well as establish and maintain effective working relationships;
- Ability to endure long periods of standing and walking and possession of sufficient physical strength and agility to lift and move heavy objects;
- Ability to understand and carry out moderately complex oral and written instructions and keep basic records;
- Ability to rapidly acquire a thorough knowledge of agencies and their locations within the County government;
- Ability to make arithmetic computations and possession of physical strength and ability sufficient to carrying items normally distributed by the mail service;
- Ability to use or repair medium equipment and machinery.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.

- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.