

*Code: 1212*

*Title: SUPPLY TECHNICIAN - SENIOR*

**SUMMARY:** Receives, issues, inventories and stores supplies, materials and equipment. Performs various processing tasks and manual duties requiring familiarity with the supply operations. Some positions perform duties in law enforcement or corrections environments and may include daily contact with inmates. Some positions may perform duties in a medical setting and be required to order, handle, store, and deliver blood products and hazardous materials.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Prepares invoices for payment verifying against packing slips and maintains payment ledger on computer system;

Requisitions, receives, stores and distributes supplies, materials and equipment;

Verifies receiving receipts, bills of lading and packing slips against purchase and order requisitions;

Gathers and compiles information regarding the issue and delivery of items;

Posts supply information to logs and ledgers and maintains documentation on computer files;

Insures that perishable items are stored properly;

Insures proper handling, labeling, and transport of medical products, specimens, etc.;

Receives supply requisitions and fills orders;

Maintains and conducts inventory of supplies on hand;

Issues and delivers supplies and equipment;

Maintains reorder point records for and reorders supplies when minimum balance is reached;

Provides information in response to inquiries concerning orders placed, received and/or delivered;

Operates delivery vehicle and other materials handling equipment;

Lifts and removes heavy boxes and items from shelves and bins;

Prepares purchase requisitions and maintains file and records of transaction on computer;

Maintain vending machine stock to include inventory, stocking and ordering vending items;

Collects funds from vending and other coin machines, counts and balances money against sold quantities, completes deposit slips and other documentation;

Assists in training of supply personnel;

Assists in leading and coordinating the work of supply personnel in maintaining departmental storerooms' inventory and supplies;

Assists in training, monitoring and general supervision of inmates assigned to work with the unit;

May perform minor maintenance on vending machines and change machines by fixing jams.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of ordering, receipt, storage, inventory control and distribution of supplies, materials and equipment;
- principles and practices of handling, storage, and delivery of medically sensitive materials;
- applications of automated information systems;
- basic arithmetical principles and practices;
- money handling and deposits procedures;
- principles and practices of inventory control and supply storage;
- methods and procedures used in handling warehouse stock;
- warehouse safety practices;

- Personal Protective Equipment (PPE);
- purchasing and requisitioning procedures;
- procedures and practices involved in working alongside inmates;
- facility safety, emergency and security procedures.

Skill in:

- following verbal and written instructions;
- storing, inventorying, distributing and receiving supplies, materials and equipment;
- maintaining effective working relationships with vendors and staff;
- stocking and rotating stock, especially date sensitive supplies and materials;
- entering information into and retrieving information from a computer data base;
- verifying supplies, materials and equipment received against order documentation;
- operating a vehicle and various types of office and materials handling equipment;
- lifting heavy boxes and equipment;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Two years of experience in receipt, inventorying and distribution of supplies, materials and/or equipment.

OR:

(2) One year of experience with Pima County as a Supply Technician, Supply Processing and Distribution Technician I or Supply, Processing and Distribution Technician.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions within this classification may require possession of a valid Class D Arizona driver's license at the time of appointment.

Special Notice Items: Due to need for access to law enforcement, detention or correctional facilities, some positions may require satisfactory completion of personal background investigation by law enforcement agencies.

Physical/Sensory Requirements: The ability to: lift, push, pull and carry 50 pounds or more; stoop and bend; wear Personal Protective Equipment (PPE); and independently move and manipulate heavy objects. Other physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.