

# TAX COLLECTOR PROPERTY & DISTRIBUTION CLERK

Job Code	Pay Grade
23036	CL10

## Nature of Work

This is work managing the operations of the Tax Collector warehouse managing inventory control and maintaining a pick-up and delivery schedule throughout Pinellas County in keeping with established procedures. The incumbent will engage in distributing mails, materials and equipment throughout the County and affiliated organizations. Duties include performing 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. Employees in this class may supervise subordinates engaged in performing technical property control work and in departmental material distribution. Employees make independent work decisions based on experience and knowledge but refer difficult technical or procedural questions to a supervisor for decision.

## Minimum Qualification Requirements

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

## Appointing Authority May Also Require

- Florida Driver License or Florida Commercial Driver 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Performs daily inventory control routines.
- Makes pick-ups and deliveries at pre-determined locations throughout Pinellas 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 pick-up and delivery of Property Appraiser internal correspondence.
- Trains and mentors alternate courier on all tasks and functions of the position.
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## TAX COLLECTOR PROPERTY & DISTRIBUTION CLERK (continued)

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### Illustrative Tasks (continued)

- Operates a Tax Collector Office's motor vehicle for scheduled delivery and pick-up at designated locations throughout Pinellas 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 related work as assigned or required.

### 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 Pinellas 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.

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Created	EEOC Code	Overtime Code
10/15	Administrative Support	Classified