

Washington County  
Job Description

**JOB TITLE: Property Assistant**

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**Exempt (Y/N):** No

**DEPARTMENT:** Sheriff's Office

**DATE REVISED:** October 2012

**SUPERVISOR:** Sheriff's IT Manager

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**SUMMARY:**

The Property Assistant performs a variety of tasks relating to ordering, receiving, record keeping and distribution of required uniforms and related items to law enforcement personnel. Responsible for tracking and logging maintenance of law enforcement vehicles and keeping accurate records and providing end of the month reports to administrative personnel for review. Provides secretarial assistance such as: answers telephone, enters inventory data into computer and typing of reports as required. Researches for new vendors analyzing and comparing price lists to determine the best price, trying to reduce cost. Inspecting inventory to ensure sufficient supplies are on hand. Ensures that all office functions are performed efficiently and in a professional and timely manner to maintain office continuity. Initiate and install new ideas for efficient operations. Ensure that each situation is handled to County, State and Federal policies and guidelines. Works as a backup to the Evidence Coordinator. Provides check-in and checkout of evidence when the Evidence Coordinator is unavailable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

1. Maintain records of all specialized law enforcement equipment, valued at more than \$10 million dollars, and uniforms and equipment issued to each officer.
2. Prepare monthly vehicle operation reports for administrative personnel to review.
3. Responsible for collecting, on a daily basis, miscellaneous paper work pertaining to the Property Department along with uniform requests from all departments within the Sheriff's Office.
4. Responsible for the accuracy of information entered into the computer for maintenance of 150 assigned and unassigned units.
5. Prepare uniforms to be sent to a seamstress for alterations, repairs and have patches sewn.
6. Responsible for the measuring and ordering of all new uniforms for new employees in accordance with established policies and procedures. Replace and maintain uniforms and equipment for over 300 Sheriff's Office personnel. This includes sometimes transporting defective equipment to be repaired or mailing defective equipment to the

proper vendor. Properly organize and store all uniforms and equipment to be issued later.

7. Receive all uniforms and specialized law enforcement equipment from employees who terminate, properly document and issue receipts as required.
8. In charge of keeping track of all maintenance receipts for over 150 Sheriff's Office vehicles and insuring they are turned-in to accounts payable for payment.
9. Responsible for maintaining a complete and accurate list of all vehicles and equipment that have been purchased.
10. Responsible for contacting suppliers to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
11. Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
12. Compare prices, specifications in order to determine the best price among potential suppliers.
13. Locate suppliers, using sources such as catalogs and internet, and interview them to gather information about products to be ordered. Looking for ways to reduce costs , such as evaluating and analyzing costs of purchasing from various suppliers to arrive at the best deal.
14. Communicates directly, in person or on telephone, with employees answering their questions. Greet individuals entering the office, provide information, or direct them to the appropriate individual within the office.
15. Make appointments for repair of vehicles as requested.
16. Drive county vehicles to and from repair centers.
17. Make copies of all invoices and orders received and forward to accounts payable for payment.
18. Maintain office equipment in working condition. Call for service and/or repair as required.
19. Provide assistance to other office staff and perform miscellaneous duties as assigned by supervisor.
20. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.

21. Ensure that all duties assigned are performed in an efficient and responsible manner according to office policy and procedures.
22. Check shipments when they arrive to ensure for soundness, condition, shortage or discrepancies, that goods meet specifications and verify delivery receipts against purchase orders.
23. Accept, record and maintain record system of physical evidence and lost/found property taken into custody by the Sheriff's office when Evidence Coordinator is unavailable.
24. Release evidence and property when necessary and the Evidence Coordinator is unavailable.
25. Assist Evidence Coordinator with the checking and emptying of the permanent drug drop off box that contains scheduled and non scheduled drugs.
26. Assist Evidence Coordinator to properly destroy prescription drugs collected from the drug drop off box.
27. Complete all pre-request forms for vehicle maintenance, uniforms, and equipment before purchases are made. Obtain approval on form by Sheriff, Chief Deputy, Majors, or Captains.
28. Request all Purchase Orders for vehicle maintenance, uniforms, and equipment as required in a manner compliant with all Purchasing Policies. Responsible for coordinating work to be completed with employees and vendors and/or order the proper uniforms and equipment once Purchase Order is obtained
29. Prepare and reconcile P-Card statement. Keep track of all P-card invoices; copy and submit them to the Accounts Payable/Purchasing Department in a timely manner.
30. Oversees duties of part time employees (if assigned) and ensures quality of work.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess valid Drivers License.

**EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED) with some

clerical/secretarial schooling and/or word processing training; and 1 to 1 1/2 years previous secretarial/clerical experience in general office skills. Previous property clerk experience would be beneficial.

**OTHER SKILLS and ABILITIES:**

The incumbent should possess good communication skills, as frequent contact is required with the public and others. Also, should have knowledge of modern office practices, procedures, and equipment. The incumbent should also possess good organizational skills for prioritizing workloads. Clerical/Secretarial skills include knowledge of Microsoft Word, Excel, and software application knowledge, accurate typing, calculator (10-key), copier, FAX, etc. Must be computer literate. Perform detailed work with accuracy. Work independently with minimal supervision.

**PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by a employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the employee is regularly required to sit, talk, hear, and use hands to feel and handle objects. The employee must be able to walk, drive vehicle,, reach with hands and arms, climb, kneel or crouch. The employee must lift and/or move up to 50 pounds.

Specific vision abilities required by this job include the ability to adjust focus and close vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.