

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Supply Technician  
**Job Code:** 8072  
**Pay Grade:** 34  
**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Perform duties handling materials that are received, stored, and delivered to court customers. Receives, issues and stores supplies, materials and equipment.

### **ESSENTIAL FUNCTIONS:**

- Maintains reorder point records for and reorders supplies when minimum balance is reached.
- Receives, unloads and stocks supplies, materials and equipment.
- Operates equipment such as a forklift, hand and push trucks, roller conveyer, ladders and pallet jacks.
- Lifts and removes heavy boxes and items from shelves and bins.
- Accepts and verifies receiving documents against shipments received and purchase orders.
- Posts items received to inventory with use of computer.
- Operates a motor vehicle to pick up and deliver materials and supplies.
- Fills supply requisitions and documents items placed and/or missing.
- Inventories stock supply items.
- Makes simple mathematical calculations.
- Maintains 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.
- May assist in training, monitoring and general supervision of inmates assigned to work in the unit.
- May perform minor maintenance on vending machines and change machines by fixing jams.
- Performs related duties and projects as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of methods and procedures used in handling warehouse stock, warehouse safety practices, and supply management procedures.
- Must have knowledge of Microsoft windows based software and basic arithmetical principles and calculations.
- Must have knowledge of money handling and deposit procedures.

- Must have knowledge of Personal, Protective Equipment (PPE), facility safety, emergency and security procedures.
- Must have skills in receiving, storing, inventorying, and distributing supplies, materials and equipment.
- Must have skill in following verbal and written instructions.
- Must have skill in stocking and rotating stock, especially date sensitive supplies and materials.
- Must have skill in verifying supplies, materials and equipment received against order documentation.
- Must have skill in completing routine forms and records.
- Must have the ability to communicate effectively with court staff and vendors.

**MINIMUM QUALIFICATIONS:**

A High School diploma or equivalent G.E.D. certificate and six months experience stocking, receiving and/or inventory experience. OR any equivalent combination of experience, training and/or education approved by Human Resources.

**LICENSES AND CERTIFICATES:**

None required.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

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.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports the Facilities Manager. The incumbent performs duties under direct supervision and has no supervisory responsibilities.

Date: 07/01/86  
Revised: 10/24/01; 08/01/05; 10/26/07, 6/11/09; 09/08/13

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
 Hiring Authority

\_\_\_\_\_ Date \_\_\_\_\_  
 Deputy Director, Human Resources