

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Supply Technician Principal
Job Code: 8073
Pay Grade: 34
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Leads staff of supply personnel and participates in the receipt, issuance, inventory, and storage of supplies, materials, and equipment in a supply room, warehouse, or other designated location. Performs inventory reconciliation.

ESSENTIAL FUNCTIONS:

- Establishes inventory numbers for stock items received.
- Monitors inventory levels, inventory movement or usage, orders items, and projects supply needs.
- Recommends changes to procedures or inventory levels to ensure accuracy of automated inventory system.
- Establishes reorder and stock rotation procedure and verifies information with automated inventory system.
- Conducts research, reviews data, monitors database and prepares reports and other documents for supervisors.
- Assists department in filing and ensures appropriate procedures with procurement to facilitate the ordering/purchasing of sensitive or perishable goods.
- Contacts vendors and suppliers regarding problems with orders placed or received.
- Monitors the issuance and delivery of supplies and equipment.
- Trains and participates in the evaluation of supply personnel.
- Leads and coordinates the work of supply personnel engaged in the receipt, storage, inventory, and delivery of supplies and materials.
- Contacts vendors, suppliers, and the Finance Division for price quotations, terms, delivery dates, discounts, and similar information.
- Lifts and removes heavy boxes from shelves and bins.
- Operates delivery vehicle and other materials handling equipment.
- Generates reports to assist warehouse supervisor to determine ordering needs and supply activities.
- Researches and requisitions, as requested, supplies and equipment with vendors or researches automated system for historical information to provide inventory usage and vendor information.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of principles and practices of ordering, receipt, storage, inventory control and distribution of supplies, materials and equipment.
- Must have knowledge of principles and practices in handling, storage, and delivery of sensitive and perishable materials.
- Must have knowledge of office equipment and software such as Microsoft Word, Outlook and Excel.
- Must have knowledge of business English, grammar, punctuation, spelling, and mathematical aptitude.
- Must have skill in facility safety, emergency, and security procedures.
- Must have skill in planning, assigning and reviewing the work of others.
- Must have skill in operating a motor vehicle.
- Must have skill in maintaining effective working relationships with vendors and staff.
- Must have skill in filing and typing forms, documents and correspondence.
- Must have skill in performing data entry and verifying information.
- Must have the ability to communicate effectively with a wide variety of individuals.

MINIMUM QUALIFICATIONS:

A High School diploma or equivalent G.E.D. certificate and one year of clerical experience, performing tasks such as typing, filing, working with computers in data entry and/or word processing, and using various office equipment. OR any equivalent combination of experience, training and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver’s License at time of appointment.

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 to the Facilities Management Coordinator. This position performs duties under general supervision and leads the work of staff in a supply warehouse.

Date: 07/1994
Revised: 12/27/2004; 03/22/2005, 07/05; 10/26/07, 6/12/09; 09/08/13

Approved by: _____ Date _____
Hiring Authority

Deputy Director, Human Resources Date