

SNOHOMISH COUNTY JOB DESCRIPTION

INVENTORY SPECIALIST – JUVENILE DETENTION

Spec No. 8099

BASIC FUNCTION

To order, receive, and inventory a variety of office supplies and equipment, and provide administrative support for the division.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Researches and writes the specifications required by Purchasing to process formal and informal solicitation bids for staff clothing, detainee clothing, food, equipment, and supplies; contacts vendors and contractors for price bids.
2. Creates and processes Field Orders and Purchase Requisitions; orders and requisitions equipment and supplies as necessary; arranges for repair of equipment.
3. Monitors the term and fee schedules of vendor contracts to insure amounts billed fall within the scope of the contract; provides budget information to detention administrators and supervisors.
4. Receives shipments of goods, counts and verifies stock purchased and delivered; delivers supplies throughout the facility; maintains inventory records.
5. Receives and verifies packing slips and invoices and codes invoices to appropriate budget code for payment by accounts payable; facilitates the handling of staff's personal checks and cash for the purchase of uniform clothing.
6. Processes returns, backorders and errors on orders; packs items, arranges for shipment, and maintains proper documentation for credit.
7. Acts as liaison for the Juvenile and Corrections System (JCS) Site Coordinator between the Court and the Administrative Office of the Courts (AOC) with regard to issues and information surrounding the State-wide Judicial Information System; accesses confidential court case files and databases; researches errors made in JCS and trains staff in correct data entry procedures.
8. Sets up, manages and archives detention division's record keeping systems.
9. Collects data and prepares reports for presentation to Superior Court administration and outside agencies, monthly and as requested; researches and provides needed data for accounting to invoice outside agencies for services provided to them by detention services.
10. Maintains an inventory of personal property left by juveniles committed to State institutions and insures that their property is returned to them upon release from the institution.

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STATEMENT OF OTHER JOB DUTIES

11. Performs related support duties as required.

12. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years experience performing receiving, purchasing, shipping, and inventory work; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Applicant must be at least 21 years of age.

Candidates must successfully pass a criminal history background investigation.,

A pre-employment physical examination may be required for employment.

Must complete within six (6) months of employment training on JCS Site Coordinator duties

PHYSICAL REQUIREMENT

Ability to lift boxes weighing up to twenty-five (25) pounds is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices and procedures;
- proper English, spelling, grammar, punctuation and word usage;
- inventory control;
- basic bookkeeping and/or record keeping procedures;
- computer programs and software usage;
- technical writing.

Ability to:

- concentrate on accuracy of details;
- establish and maintain effective work relationships with superiors, other county employees, and outside vendors;
- communicate effectively, both orally and in writing;
- maintain and complete accurate written records, and prepare required reports;
- read, understand and use supply catalogs;
- operate standard office equipment;
- multi-task and cope with interruptions.

SUPERVISION

The employee reports to and receives general direction from the Assistant Administrator – Juvenile Court Operations or Programs Manager – Juvenile Services.

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WORKING CONDITIONS

The work is performed mostly indoors. Administrative work is usually done in a normal office environment. Portions of the work are performed in a maximum security detention facility where the employee is near dangerous juveniles, lifts heavy equipment and supplies, and has contact with chemical cleaning supplies.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 2005

Revised: March 2007

EEO Category: 6 – Administrative Support

Pay Grade: 235 – Classified Pay Plan

Workers Comp: 1501 Hazardous