

STATE OF NEBRASKA CLASS SPECIFICATION
SURPLUS PROPERTY WAREHOUSE SPECIALIST

EST: 5/97 – REV: 11/10
CLASS CODE: M05550

DESCRIPTION: Under general supervision, performs technical and administrative support warehouse and inventory work related to the acquisition, distribution, utilization, and disposal of state surplus property; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class describes positions found in the Administrative Services-Materiel's surplus property unit.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Schedules pickups and deliveries of the state surplus property.

Receives and examines surplus property sent in by state agencies and verifies items received with written notification forms and other records; researches and corrects discrepancies between items received and information on forms.

Completes receipt and shipment paperwork and maintains files of current inventory on hand.

Tests computers and other electrical items to assure proper operating condition and to prepare for sale.

Organizes vehicles and equipment lots to ensure an accurate and secure inventory and to display items for sale.

Prepares current inventory of all items for sale and verifies the actual count against inventory records; compiles and records information including lot numbers and lists of items for use by an auctioneer; verifies vehicle identification numbers against vehicle titles on record.

Receives and processes requests from state agencies for "certificates of destruction" and issues certificates when established guidelines have been met.

Maintains files of pending transactions and assists agencies with related issues, including providing agencies with information and options available for recycling and/or disposal of items processed.

Trains and leads temporary workers and/or employees from other state agencies and organizations working at public auctions of state property.

Assists representatives from state agencies and local political sub-divisions to search for specific items to purchase; assists customers by answering questions about and demonstrating/testing vehicles and equipment.

Assists customers after purchase by loading equipment and filing needed paperwork; uses forklifts, jack pellets, and other equipment to load and unload items upon receipt and after sale.

Performs, as needed, general mechanical, electrical and plumbing repairs and maintenance.

M05550 – SURPLUS PROPERTY WAREHOUSE SPECIALIST (continued)

Assists coworkers, as needed, with preparation and completion of transactions and supporting documentation related to the operations of Surplus Property, the processing of surplus items and maintaining the State's fixed assets records.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: basic shipping, receiving, and warehousing procedures.

Ability to: determine a schedule for and coordinate shipping, receiving, and auctioning activities; organize items to be stored and set up/display items to be auctioned; determine the condition and usability of items received; coordinate and oversee the activities of assigned workers; communicate verbally and in writing with state employees, representatives of other agencies and the general public; interact with others; load and unload truck shipments of surplus items; move and lift a variety of surplus property items including desks, tables, file cabinets, shelving and other heavy furniture and equipment; use equipment to move, load, and unload material including forklifts, jack pallets, dollies and carts; use hand and power tools to repair and dismantle/rebuild items; drive automobiles, vans, and trucks to transport surplus property; move/lift heavy items, enter data into a computer, create and maintain data in spreadsheets.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience in shipping, receiving, warehousing, inventory of property and/or equipment.

SPECIAL NOTES:

Work is performed in settings with potential extreme temperatures (cold in winter and hot in summer) and outdoors in all seasons and in auction locations throughout the state.

Permanent positions in this class require an employee to possess a valid Nebraska driver's license or provide independent transportation or substitute licensed driver.

Permanent positions also require eligibility to become certified to operate a forklift.

Specific positions may also require some weekend work.