

April 18, 2017

NOTICE OF VACANCY

POSITION: Property Clerk II

LOCATION: DHOC

HOURS: 3:00 pm – 11:00 pm

DAYS OFF – Sat/Sun

PAY GRADE: NAGE A - GRADE 11 \$36,467.86 – 41,875.34

GENERAL DUTIES AND RESPONSIBILITIES:

SEE ATTACHED JOB DESCRIPTION

REQUIREMENTS:

1. Ability to establish and maintain accurate records.
2. Computer data entry skills.
3. Ability to understand and follow policy and procedures.

TO APPLY:

Those who are currently employed by the Bristol County Sheriff's Office and are interested in this position must submit a letter of interest to the Human Resources Division on or before **Tuesday, May 2, 2017 at 4:00 p.m.**

Those who are **not** currently employed by the Bristol County Sheriff's Office and are interested in this position must submit an employment application to the Human Resources Division on or before **Tuesday, May 2, 2017 at 4:00 p.m.** **Applications can be found on our website at www.bcsso-ma.us.**

The Bristol County Sheriff's Office does not discriminate on the basis of sex, race, color, national origin, religion, disability or sexual orientation.

PLEASE POST

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- 1. TITLE**
PROPERTY CLERK II
- AGENCY**
BRISTOL COUNTY
SHERIFF'S OFFICE
-
- 2. UNION**
NAGE A
- SALARY GRADE**
11
- DATE**
PREPARED 10/03
REVIEWED 04/12
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- 3. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**
THE PROPERTY CLERK, ACTING UNDER THE DIRECTION OF THE PROPERTY DIRECTOR, IS RESPONSIBLE FOR THE STORAGE, ISSUANCE, INVENTORY AND MAINTENANCE OF INSTITUTIONAL INMATE CLOTHING, BEDDING AND LINEN AND THE INVENTORY AND PROPER STORAGE OF INMATE PERSONAL PROPERTY, JEWELRY AND PERSONAL PAPERS.
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- 4. SUPERVISION RECEIVED: (TITLE OF SUPERVISOR)**
PROPERTY COORDINATOR, PROPERTY DIRECTOR, ASSISTANT SUPERINTENDENT II SUPPORT SERVICES, CHIEF OF STAFF
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- 5. SUPERVISION EXERCISED: (TITLES OF PERSONS SUPERVISED)**
INMATE WORKERS
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- 6. DUTIES AND RESPONSIBILITIES:**
1. MAINTAIN ACCURATE RECORDS OF ALL INSTITUTIONAL PROPERTY [BEDDING, LINEN, TOWELS, MATTRESSES, ETC.] AND ALL INMATE PROPERTY HELD IN STORAGE.
 2. MAINTAIN ACCURATE RECORDS OF ALL INMATE PROPERTY NOT ALLOWED IN THEIR POSSESSION.
 3. SECURE AND MAINTAIN RECORDS OF ALL PROPERTY BEING HELD FOR INMATES IN OTHER FACILITIES.
 4. REQUISITIONS ADDITIONAL SUPPLIES AS NEEDED.
 5. PROCESS AND MAINTAIN ALL RECEIPTS FOR INMATE PROPERTY AND CREATE AND MAINTAIN PROPERTY RECORDS AND INMATE TRACKING ON ALL NEW COMMITMENTS.
 6. ISSUE INMATE CLOTHING AS REQUIRED BY INMATES HOUSED IN BRISTOL COUNTY SHERIFF'S OFFICE FACILITIES.
 7. RETRIEVE AND ACCOUNT FOR ALL COUNTY AND STATE ISSUED PROPERTY PRIOR TO INMATE'S RELEASE.

8. CONDUCT A DAILY INVENTORY OF ALL CLOTHING FROM COURT RETURNS.
9. RESPONSIBILITIES INCLUDE DIRECT INMATE SUPERVISION OVERSEEING THAT THEY ARE CHANGED AND ASSIGNED THEIR CLOTHING ALLOWANCE.
10. PROCESS AND RECORD ALL PROPERTY BELONGING TO TRANSFERRED INMATES.
11. FOLLOW ALL PROPER PROCEDURES REGARDING DISPOSAL OF TEMPORARILY STORED OR UNCLAIMED INMATE PROPERTY.
12. PERFORM ALL RELATED DUTIES AS REQUIRED AS BY THE SHERIFF.