

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV76775</b>
<b>Job Class Code:</b>	<b>790</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>03</b>	<b>Grade:</b>	<b>16</b>
<b>Workers Comp Code:</b>	<b>8018</b>		

<b>Job Code Established:</b>	<b>09/28/92</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Purchasing Series

**JOB CODE TITLE:** SURPLUS PROPERTY SCREENER

**HRIS TITLE:** SURPLUS PRPTY SCREENER

**CHARACTERISTICS OF THE CLASS:** Under direction, screens, locates, inspects and requests transfer of Federal surplus property items; advises and assists eligible institutions and agencies in the procurement of surplus property; inspects donees to ensure proper utilization of property; and performs related work as required.

**EXAMPLES OF DUTIES:** Screens surplus reports from Federal agencies and other states for items considered desirable for acquisition; visits Federal agencies and installations to locate, identify and request excess and surplus items; inspects material supplies and equipment determining condition and desirability; prepares and issues set-aside orders to hold donated property pending processing or appropriate documents for physical removal of property to the division warehouses of the agency; prepares recommended allocations for action by the executive agent; meets with school authorities, public health, hospital officials and State and local civil defense officials and advises them on the availability of items and on the procedures to be used in acquiring items; visits schools, State institutions, and hospitals to check utilization of previously acquired property; makes listings of surplus items to be procured, and makes arrangements for transporting it to warehouse.

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

**Knowledge of:** property used and needed in public health, education and civil defense organizations for supplies and equipment.

**Skill/Ability to:** analyze situations and adopt an effective course of action; establish and maintain cooperating working relationships with governmental, institution and agency representatives.

**Experience and Education:** Typical ways to obtain the KSAs would be:

- One year of experience in the evaluation, acquisition and storage of equipment, or supervisory experience in a military supply program.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

### **Special Selection Factors:**

A medical/physical evaluation is required prior to appointment.