



## Property Manager

**Job Code:** Grade 11  
**Exempt:** No  
**Department:** Sheriff's Office  
**Reports To** Services Division Captain  
**Location:** Sheriff's Office  
**Date Prepared:** October 11, 2018  
**Date Revised:** June 15, 2021

Safety Sensitive Designation Requirements:

**This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing.**

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible*

### GENERAL DESCRIPTION OF POSITION

The Property Manager is responsible and held accountable for the overall operations of Property with minimal supervision. Responsible for the Enforcement and Detention Division's equipment and supply functions, to include issuing all uniforms and law enforcement equipment, making equipment and supply purchases and maintaining inventory. The Property Manager serves as a staff resource with the oversight and inventory of property. Orders and maintains all department equipment, uniforms and including to whom it is assigned and where it is located. Provides administrative assistance to staff, such as: enters inventory data into computer and typing of reports, as required. Researches for new vendors and analyzes past expenditures, expected needs and future cost projections in order to develop detailed input into equipment budget development. Inspecting inventory to ensure sufficient supplies are on hand. Ensures all office functions are performed efficiently and in a professional and timely manner to maintain office



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continuity. Ensure that each situation is handled according to County, State and Federal policies and guidelines. Works as a backup to the Evidence.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Maintain records of all specialized law enforcement equipment, valued at several million dollars, and uniforms and equipment issued to each officer.

2. Responsible for collecting, on a daily basis, miscellaneous paperwork pertaining to the Property Department along with uniform requests from all departments within the Sheriff's Office.

3. Responsible for the accuracy of information entered into the computer for maintenance of 200 assigned and unassigned units.

4. Responsible for the measuring and ordering of all new uniforms for new employees in accordance with established policies and procedures. Prepare uniforms to be sent to a tailor for alterations, repairs and to have patches sewn. Replace and maintain uniforms and equipment for over 300 Sheriff's Office personnel. This includes sometimes transporting defective equipment to be repaired or mailing defective equipment to the proper vendor. Receive all uniforms and specialized law enforcement equipment from employees who terminate, properly document and issue receipts, as required.

5. Enter vehicles in the fuel card system and order all fuel cards. Enter and maintain an accurate list of authorized users in the fuel card system.

6. Create accident report files and send notifications of accidents. Collect and forward accident reports, estimates, and pictures. Schedule repairs working individually with drivers, adjustors, and collision centers.

7. Responsible for all Sheriff's Office Assets. Must maintain accurate records and perform a yearly inventory of all Sheriff's Office assets valued at approximately \$35,000,000. The State Auditor audits these items yearly.

8. Accept and store all broken and obsolete Sheriff's Office equipment. Submit proper paperwork to receive a Court Order for disposal of said equipment. Properly dispose of equipment in accordance with and state and federal environmental laws.

9. Locate suppliers, using sources such as catalogs and internet, and interview them to gather information about products to be ordered. Looking for ways to reduce costs, such as evaluating and analyzing costs of purchasing from various suppliers to arrive at the best deal. Works with procurement, obtains quotes from vendors for department equipment, and supplies for law enforcement specific equipment. Requests equipment from vendors to be test for possible purchase. Researches and analyzes past expenditures for expected needs and future cost



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projections. Responsible for contacting suppliers to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.

10. Communicates directly, in person or on telephone, with employees answering their questions. Greet individuals entering the office, provide information, or direct them to the appropriate individual within the office.

11. Frequently interacts with department supervisors in the work unit to exchange detailed and/or technical information.

12. Make copies of all invoices and orders received and forward to accounts payable for payment.

13. Maintain office equipment in working condition. Call for service and/or repair as required.

14. Provide assistance to other office staff and perform miscellaneous duties as assigned by supervisor.

15. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.

16. Check shipments when they arrive to ensure for soundness, condition, shortage or discrepancies, that goods meet specifications and verify delivery receipts against purchase orders.

17. Required to have knowledge of the Evidence Department to assist the Evidence Manager, as needed, such as: Assisting with annual inventory, Assist Evidence Manager with the checking and emptying of the permanent drug drop off box containing scheduled/non-scheduled drugs and to properly destroy drugs collected, and releasing evidence and property when necessary. Accept, record, and maintain record system of physical evidence and lost/found property taken into custody by the Sheriff's office when Evidence Coordinator is unavailable.

18. Request all purchase orders for vehicle maintenance, uniforms, and equipment as required in a manner compliant with all purchasing policies. Obtain approval on form by Sheriff, Chief Deputy, Majors, or Captains. Responsible for coordinating work to be completed with employees and vendors and/or order the proper uniforms and equipment once purchase order is obtained.

19. Prepare and reconcile P-Card statement. Keep track of all P-card invoices; copy and submit them to the Accounts Payable/Purchasing Department in a timely manner.

20. Oversees duties of part time employees, if assigned to the office and ensures quality of work.



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21. Responsible for notifying the proper personnel at the courthouse when county property is no longer usable and ready to be destroyed. After receiving confirmation from the courthouse personnel, it is then properly destroyed.
22. Responsible for maintaining accurate records and performing a yearly inventory of property loaned to the Sheriff's Office through the Federal Surplus Property Program.
23. Ensure that all duties assigned are performed in an efficient and responsible manner. Keeps current on County policies and procedures, and federal and state laws to ensure that the County is in compliance at all times.
24. Perform any other related duties as required or assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 19 to 23 months related experience and/or training, or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

### **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess valid Driver's License.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.



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#### **SOFTWARE SKILLS REQUIRED**

Intermediate: Alphanumeric Data Entry, Contact Management, Database, Word Processing/Typing  
Basic: Accounting, Spreadsheet

#### **INITIATIVE AND INGENUITY**

##### **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

##### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

##### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

#### **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

#### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

#### **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

#### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

#### **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public



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to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

#### **ACCOUNTABILITY**

##### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

##### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

##### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

#### **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

#### **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

#### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

#### **WORKING CONDITIONS**

Periodically exposed to such elements as noise, intermittent standing, walking, pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

#### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable



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accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

#### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; and ability to adjust focus.

#### **ADDITIONAL INFORMATION**

##### **EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED) with some clerical/secretarial experience and/or word processing training; One year previous secretarial/clerical experience in general office skills preferred. Previous property clerk experience would be beneficial.

##### **OTHER SKILLS and ABILITIES:**

The incumbent should possess good communication skills, as frequent contact is required with the public and others. Also, should have knowledge of modern office practices, procedures, and equipment. The incumbent should also possess good organizational skills for prioritizing workloads. Clerical/Secretarial skills include knowledge of Microsoft Word, Excel, and software application knowledge, calculator (10-key), copier, FAX, etc. Perform detailed work with accuracy. Work independently with minimal supervision.



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**SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_