HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<table>
<thead>
<tr>
<th>Class Title: Property Assistant</th>
<th>Approval Date: June 29, 2011</th>
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<tbody>
<tr>
<td>Level: J</td>
<td>FLSA Status: Non-exempt</td>
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<tr>
<td>Class Code: N1027</td>
<td>Approved by: College President</td>
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GENERAL DESCRIPTION

Receives, inspects, prices, and ships materials. Assists Property Tracking & Distribution Services Coordinator and Associate with the warehouse and annual inventories. Maintains a clean and orderly central warehouse. Provides support to bookstore warehouse as needed.

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<thead>
<tr>
<th>KEY RESPONSIBILITIES</th>
<th>% OF TIME</th>
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<tbody>
<tr>
<td>1.* Assists the Property Tracking &amp; Distribution Services Coordinator and Associate</td>
<td>30%</td>
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<td>2.* Receives materials at central warehouse to include accepting truck deliveries,</td>
<td>20%</td>
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<tr>
<td>3.* Ships materials out of central warehouse to include repacking, pricing, preparing</td>
<td>20%</td>
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<td>4.* Assembles, packs, delivers or arranges for delivery of materials as requested</td>
<td>10%</td>
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<td>5. Inventories central warehouse items; organizes and stocks shelves.</td>
<td>5%</td>
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<td>6. Performs general cleaning of central warehouse and conducts preventive maintenance</td>
<td>5%</td>
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<td>7. Instructs tracking and distribution personnel in shipping and receiving methods and</td>
<td>10%</td>
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<tr>
<td>procedures.</td>
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* Indicates an "essential" job function.
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<tr>
<th>KEY JOB REQUIREMENTS</th>
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<tr>
<td><strong>Education:</strong> High School diploma or GED required. Forklift certification and valid driver's license required.</td>
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<td><strong>Experience:</strong> 2 to 3 years prior related work experience required.</td>
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<td><strong>Planning:</strong> Current week: Plans events that are expected to occur within a few working days. Primary scope of planning activities affects the unit or small group.</td>
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<td><strong>Impact of Actions:</strong> Operating Budget Responsibilities: Provides incidental services indirectly related to the use of misuse of expense or revenues. Grant Fund Responsibilities: No impact on grant funds. Revenue Generating Impact: No impact on revenues.</td>
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<td><strong>Impact of Decisions:</strong> Moderate responsibility for making recommendations or decisions, which typically affect department, but may at times affect the operation, services, individuals, or activities of others outside department.</td>
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<td><strong>Complexity:</strong> Moderately complex procedures and tasks; basic analytic ability; comparison of numbers; selection of appropriate guidelines and procedures.</td>
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<td><strong>Decision Making:</strong> Ongoing supervision is provided on an &quot;as needed&quot; basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.</td>
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<td><strong>Problem Solving:</strong> Problems generally involve the selection of standard procedures, organizing work, and checking results. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.</td>
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<td><strong>Communications with Others:</strong> Requires regular contact within the department and periodic contact with other departments to carry out programs and to explain non-specialized matters. Occasional contact with outside agencies and the public to seek or supply information on non-specialized matters.</td>
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<td><strong>Supervision of Others:</strong> Limited responsibility involving student or temporary workers. Nature of work supervised is limited to highly standardized routine administrative duties.</td>
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<td><strong>Job-Related Knowledge:</strong> Intermediate Skills. Requires knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon guidelines, modifying existing methods, procedures or forms as necessary.</td>
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<td><strong>Innovation/ Creativity:</strong> Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.</td>
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<td><strong>Working Conditions/ Physical Effort:</strong> Work requires physical exertion and/or physical strain to the point of physical fatigue. Work environment involves exposure to job hazards where there is a high possibility of injury.</td>
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