



LOST AND FOUND CLERK

JC: OB108
PG: Lost & Found Clerk

PC: 019
BU: 15
July 1998

DEFINITION

Under general supervision has responsibility for the operation of the District's Lost & Found Office, receiving, identifying, storing, safekeeping, and releasing property; maintains a complete computerized record and/or inventory system; arranges for pick up for auction of unclaimed property; picks up found property system-wide as required; performs related work as assigned.

CLASS CHARACTERISTICS

This class performs responsible property control work for the District and is distinguished from other positions with similar storekeeping functions in that this classification requires expertise in the proper handling, storage and disposition of found property as required by law.

EXAMPLES OF DUTIES

Receives, sorts, identifies, logs, and properly tags and stores property; picks up found property system wide; ensures that the security of stored property is maintained through periodic and daily inspection; has accountability for condition of storage facilities, equipment, locks, and keys; releases found property to owners or finders as authorized by statute and/or directive; receives inquiries about lost property; logs such inquiries by major classification and cross references those entries to the found property logs; routinely inspects property for owner identification; notifies owner and returns property via U.S. mail or through appearance of owner at Lost & Found; enters data into computer; prepares unclaimed property for pick up for auction; may be required to submit a variety of narrative reports; follows oral and written directions; maintains storage areas in a clean and orderly condition; lifts or moves lost and found property as well as equipment, shelving, cartons, and boxes up to 50 pounds; may operate a vehicle, hand trucks, ladders, typewriters, calculators, etc.; transports property as needed; directly deals with the public when processing inquiries relative to lost & found property; transfers found monies to the General Fund and prepares check requests.

QUALIFICATIONS

Knowledge of:

Basic office practices and procedures, including filing and the operation of standard

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office equipment; correct English usage, including spelling, grammar, and punctuation; business letter writing and the standard format for typed materials; policies and procedures related to the department to which assigned; basic business data processing principles and the use of word processing equipment.

Skill in:

Maintaining accurate records and files; performing detailed clerical work accurately; communicating tactfully and effectively with the public; developing and maintaining effective working relationships with those contacted in the course of the work; making accurate arithmetic calculations; prioritizing work and coordinating multiple activities; maintaining attention to detail despite interruptions; organizing and maintaining office files; composing routine correspondence from brief instructions; using initiative and sound independent judgment within established guidelines; operating standard office equipment including a typewrite, personal computer, word processor, and centralized telephone equipment.

Ability to:

Learn policies and procedures related to the department to which assigned.

Other Requirements:

Be able to lift up to 50 pounds. Be available to work other than the normal day shift hours.

Must possess a valid California driver's license and have a satisfactory driving record.

MINIMUM QUALIFICATIONS

Equivalent to graduation from high school and two (2) years of general clerical or office assistant experience with emphasis on public contact.