



Code: 4238
Family: Facility
Service: Operation and Construction Service
Group: Building, Custodial and Operation Group
Series: Custodial

CLASS TITLE: PROPERTY CUSTODIAN

CHARACTERISTICS OF THE CLASS

Under general supervision, maintains an inventory of supplies, equipment and confiscated property in a unit storeroom, departmental yard, evidence room, or mailroom, and performs related duties as required

ESSENTIAL DUTIES

- Receives, stores, issues and delivers a large and varied stock of materials including confiscated physical property
- Conducts physical inventories to balance stock against unit inventory records
- Inspects goods delivered against receiving reports
- Prepares inventory reports for confiscated property
- Receives sorts and delivers mail to department wide facilities
- Operates a remote terminal to enter, update and retrieve inventory data
- Operates a departmental vehicle to deliver document, evidence and intra-departmental mail
- Answers telephone inquiries regarding confiscated prisoner property
- Prepares and submits daily trip forms including time, location and mileage information
- Prepares work reports and maintain a clean and safe work area,

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two years of combined work experience performing clerical, storekeeping, inventory control or personal computer work

Licensure, Certification, or Other Qualifications

- A valid driver license from the State of Illinois is required

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine)
- Communication equipment (e.g., two-way radio, pager system)
- Flashlight, safety vest
- Hand tools (e.g., hammer, screwdriver)

PHYSICAL REQUIREMENTS

- Ability to lift and carry 25 to 50 pound including mail bags and boxes, recovered property, furniture, office supplies and equipment (some positions may require the ability to transport weight at least 10 feet and place on a hand cart to load vehicles)
- Ability to stand and walk for extended or continuous periods of time
- Ability to climb staircases, ladders and, and/or step stools
- Ability to bend, stretch, twist or reach out with one's body arms and legs
- Ability to operate a personal computer and related equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- inventory and control methods, practices, and procedures
- basic computer operations

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CUSTOMER SERVICE SKILLS – Interact and communicate with customers in a courteous and helpful manner, speaking distinctly, answering questions and resolving issues

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
September, 2015