



Property Accountability Field Supervisor

Details

Job ID : 336

Title : Property Accountability Field Supervisor

Job Code : 813

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

RESPONSIBLE FOR OVERSEEING THE SYSTEMATIC OPERATION OF PROPERTY ACCOUNTABILITY.

Required Qualifications

Education : 2 Year Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Skills/Abilities

- VALID DRIVERS LICENSE
- TRAVEL STATEWIDE
- GOOD COMMUNICATION SKILLS
- LIFT 50 POUNDS

Job Preferred Knowledge

- AUTOCAD EXPERIENCE

Job Duties

- TRAINS, SCHEDULES, SUPERVISES DEPARTMENT STAFF
- ASSURES ALL RECORDS AND REPORTS ARE TIMELY AND ACCURATE
- ASSISTS WITH PROCEDURAL PROBLEMS
- REVIEWS COMPLETED WORK
- PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS
- OVERSEES TEMPORARY EMPLOYEES AT SITE VISITS
- UPDATES ARCHITECTURAL PLANS TO COINCIDE WITH CURRENT INVENTORY ALLOCATIONS
- READS FLOOR PLANS
- ENTERS DATA INTO ARCHIBUS
- OTHER DUTIES AS ASSIGNED



Property Accountability Officer I

Details

Job ID : 337

Title : Property Accountability Officer I

Job Code : 402

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : None

Job Skills/Abilities

- VALID DRIVERS LICENSE
- TRAVEL STATEWIDE
- LIFT 50 POUNDS

Job Duties

- PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS
- OVERSEES TEMPORARY EMPLOYEES AT SITE VISITS
- UPDATES ARCHITECTURAL PLANS TO COINCIDE WITH CURRENT INVENTORY ALLOCATIONS
- READS FLOOR PLANS
- ENTERS DATA INTO ARCHIBUS
- OTHER DUTIES AS ASSIGNED



Property Accountability Officer II

Details

Job ID : 338

Title : Property Accountability Officer II

Job Code : 502

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS A PROPERTY ACCOUNTABILITY OFFICER I

Job Skills/Abilities

- VALID DRIVERS LICENSE
- TRAVEL STATEWIDE
- LIFT 50 POUNDS

Job Duties

- PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS
- OVERSEES TEMPORARY EMPLOYEES AT SITE VISITS
- UPDATES ARCHITECTURAL PLANS TO COINCIDE WITH CURRENT INVENTORY ALLOCATIONS
- READS FLOOR PLANS
- ENTERS DATA INTO ARCHIBUS
- OTHER DUTIES AS ASSIGNED



Property Accountability Officer III

Details

Job ID : 339

Title : Property Accountability Officer III

Job Code : 602

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS A PROPERTY ACCOUNTABILITY OFFICER II

Job Skills/Abilities

- VALID DRIVERS LICENSE
- TRAVEL STATEWIDE
- LIFT 50 POUNDS

Job Duties

- PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS
- OVERSEES TEMPORARY EMPLOYEES AT SITE VISITS
- UPDATES ARCHITECTURAL PLANS TO COINCIDE WITH CURRENT INVENTORY ALLOCATIONS
- READS FLOOR PLANS
- ENTERS DATA INTO ARCHIBUS
- OTHER DUTIES AS ASSIGNED



Real Property Coordinator III

Details

Job ID : 346

Title : Real Property Coordinator III

Job Code : 1014

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

DESIGNS OFFICE LAYOUTS, COORDINATES RENOVATION PROJECTS, AND/OR ADMINISTERS REAL PROPERTY LEASES.

Required Qualifications

Education : 2 Year Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 2 YEAR DEGREE MUST BE IN A CONSTRUCTION RELATED FIELD
- 4 YEARS OF EXPERIENCE MUST BE AS A REAL PROPERTY COORDINATOR II

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- EXPERTISE IN DESIGN DOCUMENTS
- ABILITY TO CLIMB, BEND AND STOOP

Job Duties

- RESOLVES SPACE ISSUES
- DESIGNS OFFICE LAYOUTS USING AUTOCADD
- RECOMMENDS FURNITURE CHOICES
- PLACES FURNITURE ORDERS
- MANAGES RENOVATION PROJECTS
- DESIGNS AND REVIEWS FLOOR PLANS
- CONDUCTS SPACE ALLOCATIONS
- DESIGNS MAPS
- ADMINISTERS REAL PROPERTY LEASING PROCEDURES
- REVIEWS NEED, ADVERTISES FOR SPACE
- PERFORMS ON-SIGHT INSPECTIONS
- COORDINATES MOVES AND SERVICES
- OTHER DUTIES AS ASSIGNED



Supervisor - Property Accountability

Details

Job ID : 335

Title : Supervisor - Property Accountability

Job Code : 1113

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

RESPONSIBLE FOR SUPERVISING PROPERTY ACCOUNTABILITY STAFF AND MANAGING STATEWIDE PROPERTY ACCOUNTABILITY SYSTEM.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF EXPERIENCE MUST INCLUDE INVENTORY EXPERIENCE

Job Skills/Abilities

- MICROSOFT OFFICE
- AUTOCAD
- EXPERTISE WITH DESIGN DOCUMENTS
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

Job Duties

- SUPERVISES PROPERTY ACCOUNTABILITY STAFF
- IMPLEMENT COURT OF JUSTICE POLICIES AND PROCEDURES
- MANAGES STATEWIDE INVENTORY PROGRAM
- SCHEDULES AND COORDINATES VISITS TO SITES WITH LOCAL OFFICIALS
- WORKS WITH COJ STAFF, STATE AUDITOR, AND FINANCE ON FURNITURE/EQUIPMENT REPORTING REQUIREMENTS
- IMPLEMENTS AND MANAGES ARCHIBUS DATABASE
- GENERATES REQUIRED REPORTS
- OTHER DUTIES AS ASSIGNED



Supervisor - Warehouse

Details

Job ID : 353

Title : Supervisor - Warehouse

Job Code : 1116

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

RESPONSIBLE FOR SUPERVISING WAREHOUSE STAFF.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEAR DEGREE MUST BE IN BUSINESS OR RELATED FIELD

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE

Job Duties

- SUPERVISE STAFF
- ASSIGN JOBS TO STAFF
- OVERSEES WAREHOUSE OPERATIONS
- SCHEDULES OFFICE MOVES
- ORDERS NEW FURNITURE FOR PROJECTS AND STOCK
- COORDINATES FURNITURE LAYOUT AND DESIGN IN JUDICIAL FACILITIES
- COMMUNICATIONS WITH COURT PERSONNEL TO IDENTIFY PROBLEMS
- OTHER DUTIES AS ASSIGNED



Team Leader - Logistics

Details

Job ID : 482

Title : Team Leader - Logistics

Job Code : 732

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

Coordinates and oversees the receiving, shipping, issue, transfer, transport, warehousing, and surplus of COJ equipment

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 years of related experience must with AOC logistics-related duties

Job Skills/Abilities

- Valid driver's license
- Ability to travel statewide
- Ability to lift and carry 50 pounds

Job Duties

- Oversight of receiving, issuing, warehousing, surplus, and tracking COJ furnishings and equipment in accordance with COJ policies and procedures
- Oversight of COJ fleet operations, maintenance, and repairs
- Provides assistance to all COJ officials and staff
- Coordinates services with appropriate parties
- Prepares required reports
- Implements required policies, programs, and procedures
- Ensures compliance with approved budgets, authorizations, and/or AOC guidance
- Conducts logistics and services related training for COJ officials and staff
- Represents the AOC Department of Court Facilities in meetings as required
- Other duties as assigned



Warehouse Crew I

Details

Job ID : 356

Title : Warehouse Crew I

Job Code : 403

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

RESPONSIBLE FOR TRANSPORTING, INSTALLING, AND REMOVING FURNITURE IN JUDICIAL FACILITIES OR SHIPPING/RECEIVING OF EQUIPMENT AND FURNITURE.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : None

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS
- TRAVEL STATEWIDE

Job Duties

- TRANSPORTS, INSTALLS, AND REMOVES FURNITURE
- RECEIVES AND SHIPS EQUIPMENT AND FURNITURE
- SCHEDULES OFFICE MOVES
- OTHER DUTIES AS ASSIGNED



Warehouse Crew II

Details

Job ID : 357

Title : Warehouse Crew II

Job Code : 503

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

RESPONSIBLE FOR TRANSPORTING, INSTALLING AND REMOVING FURNITURE IN JUDICIAL FACILITIES OR SHIPPING/RECEIVING OF EQUIPMENT AND FURNITURE.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS WAREHOUSE CREW I

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS
- TRAVEL STATEWIDE

Job Duties

- TRANSPORTS, INSTALLS, AND REMOVES FURNITURE
- RECEIVES AND SHIPS EQUIPMENT AND FURNITURE
- SCHEDULES OFFICE MOVES
- OTHER DUTIES AS ASSIGNED



Warehouse Crew III

Details

Job ID : 358

Title : Warehouse Crew III

Job Code : 603

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

RESPONSIBLE FOR TRANSPORTING, INSTALLING AND REMOVING FURNITURE IN JUDICIAL FACILITIES OR SHIPPING/RECEIVING OF EQUIPMENT AND FURNITURE.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS WAREHOUSE CREW II

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS
- TRAVEL STATEWIDE

Job Duties

- TRANSPORTS, INSTALLS, AND REMOVES FURNITURE
- RECEIVES AND SHIPS EQUIPMENT AND FURNITURE
- SCHEDULES OFFICE MOVES
- OTHER DUTIES AS ASSIGNED



Warehouse Crew Leader

Details

Job ID : 355

Title : Warehouse Crew Leader

Job Code : 714

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

RESPONSIBLE FOR SUPERVISION OF WAREHOUSE CREW WHILE TRANSPORTING, INSTALLING AND REMOVING FURNITURE IN JUDICIAL FACILITIES OR SHIPPING/RECEIVING OF EQUIPMENT AND FURNITURE.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS WAREHOUSE CREW I OR WAREHOUSE CREW II

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS
- TRAVEL STATEWIDE

Job Duties

- CREW LEADER
- TRANSPORTS, INSTALLS, AND REMOVES FURNITURE
- RECEIVES AND SHIPS EQUIPMENT AND FURNITURE
- SCHEDULES OFFICE MOVES
- OTHER DUTIES AS ASSIGNED



Warehouse Operations Assistant Supervisor

Details

Job ID : 354

Title : Warehouse Operations Assistant Supervisor

Job Code : 815

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

RESPONSIBLE FOR SUPERVISING WAREHOUSE STAFF.

Required Qualifications

Education : 2 Year Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- SUPERVISORY EXPERIENCE PREFERRED

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS
- TRAVEL STATEWIDE

Job Duties

- SUPERVISES SHIPPING/RECEIVING ACTIVITIES OR FURNITURE WAREHOUSE ACTIVITIES
- SCHEDULES SHIPPING/RECEIVING ACTIVITIES OR FURNITURE WAREHOUSE ACTIVITIES
- MAY OVERSEE AOC FLEET VEHICLES
- EXAMINES ORDERS FOR ACCURACY
- OTHER DUTIES AS ASSIGNED