



Team Leader - Logistics

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**Details**

**Job ID : 482**

**Title :** Team Leader - Logistics

**Job Code :** 732

**Salary :** \$2,042.00 (Monthly)

**Grade :** 7

**Tenured :** YES

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**Job Departments**

- Administrative Services - Property Accountability

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**Purpose**

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

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**Required Qualifications**

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

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**Job Required Knowledge**

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

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**Job Skills/Abilities**

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

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**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