



Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

QUARTERMASTER SPECIALIST I

Division:	Special Services
Section:	Property Management
Pay Grade:	105
FLSA Status:	Non-Exempt
Classification:	Full-Time
Updated on:	December 2023

JOB SUMMARY

This **non-critical** position involves work relative to the procurement of all inventory items purchased through the Quartermaster purchasing system, entering data into the various computer systems, distributing incoming mail, answering the telephone, updating and maintaining files and records, and providing clerical support to the Quartermaster. The employee receives supervision from, and reports directly to, the **Quartermaster**. Work is evaluated through observations, conferences, and reports.

ESSENTIAL JOB FUNCTIONS

- Maintains inventory supply for the Agency of uniforms, office supplies, forms, and other approved items. Reorders necessary items for stock, complete requisitions, track backorders, fiscal inventory counts as needed
- Determines reorder items necessary to maintain stocking levels required by Agency need. Coordinates with the Purchasing Agent for items ordered through Requests for Proposals.
- Completes competitive pricing on requisitions submitted from other divisions and order requested items when purchase order is received.
- Maintains files on competitive pricing and items ordered.
- Tracks backordered items to ensure delivery.
- Assists with the Fiscal, Perpetual, and cycle counts.
- Enters relevant data into various computer systems, type and distribute various correspondence, reports, letters, memos, etc.
- Receives visitors, phone calls, and inquiries regarding the supply function.
- Assists various vendors desiring to exhibit and sell new and replacement items.

- Distributes incoming mail.
- Attends and participates in meetings and training sessions, as required.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED), or equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Licenses or Certifications:

- Must possess a valid driver's license.

Special Requirements/Qualifications:

- Must obtain Agency provided training/certification in the operation as a Fork Lift Operator within 6 months.
- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must perform work in accordance with sound safety practices.
- Must report for duty in a regular and punctual manner.
- Must work overtime and work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays, as required.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.
- Knowledge in the use of office equipment such as a typewriter, calculator, computer, fax, and copy machines.
- Knowledge of business English, spelling, and punctuation.
- Ability to read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- Ability to communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone.
- Ability to write, compose, and develop documents, manuals, and other literature.
- Ability to arrive at effective decisions for routine situations.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to organize and determine priorities of diverse assignments.
- Ability to enter and retrieve data from the various computer systems.
- Ability to assimilate information from a variety of resources.
- Ability to analyze, evaluate, and select, often with limited information, the best course of action.
- Ability to read and comprehend various documents.
- Ability to maintain composure and work effectively in situations of on the job pressure.
- Ability to maintain effective working relationships with coworkers and supervisors.
- Ability to appropriately accept supervision, criticism, and evaluation.
- Ability to maintain professional decorum at all times.
- Ability to maintain sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.
- Ability to deal tactfully, effectively, and equitably with people, both within and outside the Agency.

- Ability to comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

PHYSICAL DEMANDS

The work is sedentary with frequent periods of lifting 50 pounds at a time with frequent lifting or carrying of object weighing up to 25 pounds, and carrying short distances up or down stairs without assistance. Perform frequent physical acts of labor, including frequent bending, walking, climbing ladders or step stools, and manipulating heavy equipment. Must be able to sit for prolonged periods of time, answering the telephone, and operating computer equipment; read computer screens and be able to distinguish colors; climb a step stool or stoop down to reach file drawers just above or below arm level; manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

WORK ENVIRONMENT

Work is performed in an office setting with frequent interruptions. Perform some manual labor in dirty and uncomfortable situations in all types of weather conditions.