

# Surplus Property Agent

**Job Code**  
4217A2

**Job Title**  
Surplus Property Agent

**Pay Grade**  
23

## CONCEPT:

This is specialized, technical work in inspecting, acquiring, transporting, storing and disposing of surplus property. Work involves inspecting, acquiring and classifying surplus property for resale; developing and maintaining inventory records of surplus property for easy access and efficient storage; preparing marketing publications of property; matching requests for surplus property with property acquired and initiating contact for sale.

## TASKS:

- Conducts on-site inspections or paper reviews of surplus property to determine condition and resale value; initiates paperwork to acquire surplus property; determines if property matches requisition requests.
- Operates transportation equipment to transport surplus property; performs minor repair of property.
- Identifies the most efficient means of transporting surplus property; determines repair and transportation costs to decide if cost efficient to acquire surplus property.
- Coordinates placement and arrangement of surplus property in warehouse and on agency grounds for storage efficiency and easy access; develops and maintains an inventory listing of property.
- Prepares publications to market surplus property; coordinates arrangements for and participates in auctions of surplus property.
- Assists customers in making selections of and locating surplus property.
- Makes arrangements for and disposes of surplus property according to laws and regulations.
- Instructs others in surplus property and warehouse operations and procedures; trains, assigns, and reviews the work of inmates; communicates and enforces safety and security regulations; assists in coordinating inmate employment and security according to laws and regulations.

## LEVELS OF WORK

- Class Group consists of one class.

## Minimum Requirements:

One year of warehousing experience including loading and unloading materials, packaging, inventory control and verifying orders and shipment.

REF: 12/13