

Perform a variety of technical duties involved in the receipt, identification, processing, distribution, and inventory control of general fixed assets and furniture for the District; utilize a computer to input and process data, maintain automated records and files, and generate computerized reports, documents, and barcodes. The incumbents in this classification assist in supporting students by ensuring supplies, technology equipment, and furniture are accessible which directly supports student learning.

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Perform a variety of technical duties involved in the receipt, identification, processing, and inventory control of general fixed assets and furniture for the District; ensure accurate and timely distribution and accounting of fixed assets; ensure compliance with District standards and procedures.

Receive, unload, and inspect shipments of capital equipment and other fixed assets for damage and conformity to purchase order specifications and packing slips; review shipments to identify fixed assets and verify accuracy; prepare, assign, and affix identification and barcode labels to fixed assets.

Input and update a variety of fixed assets, inventory, and other data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, and generate computerized lists, labels, and reports; ensure accuracy of input and output data.

Assist end users with scheduling services, via computer system, to maintain site functionality.

Monitor inventory levels of the District's fixed assets, computers, and furniture; coordinate and conduct regular and periodic inventories; maintain, coordinate, and monitor inventory control data and information; identify and resolve discrepancies related to fixed assets and inventory control.

Load/unload, store, and prepare general fixed assets and furniture for delivery; pull, pack, sort, transfer, and ship items to various District locations according to established procedures; arrange, prioritize, and schedule deliveries to schools and other sites; prepare and process related forms and paperwork.

Compile, verify, and evaluate a variety of fixed asset inventory data and information; prepare and maintain logs, records, rtes;



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