



HARRISON COUNTY SHERIFF'S OFFICE

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Inventory Clerk

DIVISION: Administration

CLOSING DATE: 05/15/2025

INSTRUCTIONS FOR APPLICANTS: You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention Center for consideration. You may also submit an application through our website www.harrisoncountysheriff.com/careers.

THE HARRISON COUNTY SHERIFF'S OFFICE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S OFFICE DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

HARRISON COUNTY SHERIFF'S OFFICE

Job Description

Position Title: Inventory Clerk	Base Salary: \$ 30,405.29 Annually
Supervised By: Chief Deputy	

CHARACTERISTICS OF THE POSITION:

Under the direct supervision of the Chief Deputy, performs moderately complex work of average difficulty involving receiving, recording, distribution and inventory of agency owned property. Work involves the life cycle of agency owned property from time of receipt to time of disposal. Work is reviewed through observation and results obtained. The employee must be able to effectively communicate and work with people at all levels of responsibility. Assignments are made orally or in writing and work is reviewed through observation of results obtained, conferences and periodic reports or evaluations.

SPECIFIC DUTIES:

1. Gathers and maintains strict control over items to be auctioned and disposed of according to state statutes;
2. Conducts annual fixed asset inventories throughout the year;
3. Submits reports of inventory results;
4. Maintains all inventory records electronically as well as manually; records, tags or engraves all assets before distribution;
5. Delivers equipment and supplies to all locations within the Sheriff's Office;
6. Measures current and new employees, fits for uniform and notifies buyer of all items needed; fills requisitions for uniform items utilizing established procedures;
7. Receives, unpacks and inspects stock items for conformity with specifications; stores parts and supplies in accordance with established inventory procedures;
8. Utilizes the computer to enter required information for record keeping, correspondence, reports and inquiry;
9. Maintains the location of fixed asset property in the computer system;
10. Performs other related duties as required and assigned.

KNOWLEDGE AND SKILLS:

- Knowledge of the state laws and Sheriff's Office rules and regulations concerning property control and distribution

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

Administration Job Description, Inventory Clerk

- Knowledge of inventory control procedures and modern office practices concerning record keeping and inventory control
- Knowledge of various database and research software required to perform the efficiently perform the essential functions and job duties
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

An applicant for the position of Inventory Clerk within the Harrison County Sheriff's Office that cannot perform these essential tasks will not be accepted. A current employee in the position of Inventory Clerk who is no longer able to comply with the requirements of The Harrison County Sheriff's Office will be referred to administration for appropriate action to be taken.

CHAIN OF COMMAND:

This position reports and is accountable to the Chief Deputy. Annual and supplemental job performance evaluations will be completed in writing and discussed with the officer performing these duties. During the review, the officer will sign the evaluation acknowledging receipt only, and receive a copy of the evaluation. The officer may disagree with the evaluation, and provide written comments as well.

EDUCATION AND EXPERIENCE:

1. High School Diploma or G.E.D. and 2 years related experience;
2. In lieu of these qualifications, a combination of other training and experience may be considered.

<p align="center">RESTRICTED LAW ENFORCEMENT DATA</p> <p align="center">This data is proprietary and will not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.</p> <p align="center">Page 2 of 2</p>
--