

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**FIXED ASSETS ASSISTANT**

**FLSA STATUS:**

**NON EXEMPT**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform technical and administrative work associated with inventory control and property accountability. Duties and responsibilities include inventories of schools and departments for county owned equipment, bar code placement on new equipment, data entry of inventory information into Access database, research into invoices, deeds, and other documentation, organize invoices to be tagged for schools and general offices, answers telephone calls, provides assistance, and other administrative duties as needed. Reports and provides assistance to the Fixed Assets Coordinator.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Participates in performing field inventory work to identify location of fixed assets, tag inventory items, and record information, including description, count, and location; assists in attaching identification tags on inventory items, removing/replacing tags, and ordering new tags.

Communicates with director, county officials, employees, other departments, school principals, vendors, sales representatives, the public, auditors, and other individuals as needed to coordinate work activities, review status of work, exchange information or resolve problems.

Types, drafts, prepares, and completes various forms, reports, correspondence, memorandums, and lists, to department heads and principals regarding inventories.

Researches invoices, deeds, and other documentation for tagging or recording.

Maintains file system of departmental records.

Reviews accumulated inventory data; assists with input of data into computer system.

Performs reception functions; answers telephone calls and greets visitors; ascertains nature of business, directs callers/visitors to appropriate personnel, and records/relays messages; initiates and returns calls as necessary.

Receives various forms, reports, correspondence, budget documents, inventory records, purchasing records, property ownership records, deeds, lease agreements, invoices, catalogs, architectural drawings, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Reports and provides assistance to the Fixed Assets Coordinator for correspondence, operations/activities, review/resolve problems, receive advice/direction, and other special projects.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, fixed asset inventory, financial, or other software

programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Completes work at assigned workstation that is determined by the supervisor.

Must work hours as scheduled.

### **ADDITIONAL FUNCTIONS**

Operates a motor vehicle to conduct field work activities or perform other work activities.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Current Junior in college working towards a Bachelor's degree in accounting, business, or finance; supplemented by previous experience and/or training involving personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Include performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involve semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** Inventorying equipment, tagging equipment, searching bills and other records

**Surface:**

**Estimated Total Hours:** 3.5 **Maximum Continuous Time:** 5

**2. SITTING**

**Tasks:** Correspondence, office tasks, research

**Estimated Total Hours:** 4 **Maximum Continuous Time:** 8

**3. LIFTING/CARRYING**

**Objects:** laptop computer, scanner, digital camera, stored inventory to move around

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs			X		
26-50 lbs				X	
51-75 lbs				X	
76-100 lbs					X
>100 lbs					X

**4. PUSHING/PULLING**

**Objects:** Equipment carts, printers, copier, and other electronic equipment

**Height of hands above floor during push:** 2-5 feet

**5. CLIMBING**

**Tasks:** Climbing highway department equipment/solid waste equipment, dumpster, tractors

**Device:** None used

**Height:** 1-10 Feet

**Frequency:** Usually once a year per inventory task. During these times, climbing is an hourly task.

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** During inventorying, filing, research

**Frequency:** Daily

**7. REACHING**

**Tasks:** Normal office duties

**Hands Used:** RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	L/R	Weekly	Seconds	20 lbs
21-36"	L/R	Weekly	Seconds	20 lbs

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	

<b>Sudden Changes in Temperature</b>	X	
<b>Noise</b>		X
<b>Fumes</b>		X
<b>Cramped Quarters</b>	X	
<b>Cold Surfaces</b>	X	
<b>Hot Surfaces</b>	X	
<b>Sharp Edges</b>	X	
<b>Vibration</b>		X
<b>Fluorescent Lighting</b>	X	
<b>Computer Monitor Screen Glare</b>	X	

<b>Inside Building</b>	<u>90</u> % of time
<b>Outside</b>	<u>10</u> % of time

**9. OTHER JOB DEMANDS**

<b>Does Job Require</b>	<b>Yes</b>	<b>No</b>
<b>Crawling</b>	X	
<b>Jumping</b>		X
<b>Lying on Back</b>		X
<b>Lying on Stomach</b>		X
<b>Twisting</b>	X	
<b>Sweeping/Mopping</b>		X
<b>General Cleaning</b>	X	
<b>Handling Trash</b>	X	

**10. LIST TOOLS, EQUIPMENT AND MATERIAL USED**

Laptop computer, scanner, digital camera, copier, printer, calculator, car

**11. HAND USE**

<b>Type of Use</b>	<b>Yes</b>	<b>No</b>	<b>Frequency</b>
<b>Keystrokes</b>	X		
<b>Grasp</b>	X		
<b>Fine Motor i.e.: writing, twisting hands or wrist, etc</b>	X		

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date