**Surplus Property Specialist II Specialist Standard Job Description**

**Classification Title:** Surplus Property Specialist II

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 5

**Job Description Summary:**

The Surplus Property Specialist II, under general supervision, coordinates the auction preparation for surplus property. Receives, handles, stores, maintains, and issues a wide variety of items.

**Essential Duties and Tasks:**

**40% Auction Preparation and Coordination**

* Coordinates auction preparation by identifying auction items and preparing necessary documentation.
* Reviews and responds to customer requests regarding auction items.
* Schedules pickup of items for auction.

**20% Financial Management and Documentation**

* Allocates funds from auction proceeds to departmental accounts and completes necessary forms.
* Ensures that surplus property is properly documented.
* Verifies and confirms signatures and accuracy of asset numbers for surplus property received.

**10% Inquiry Response and Customer Service**

* Responds to complex inquiries related to surplus property and auction items.
* Facilitates communication through various channels, including phone and email.

**10% Warehouse Maintenance and Organization**

* Maintains the warehouse in a clean and orderly manner at all times.
* Organizes and segregates items for customer inspection and testing.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Three years of related experience

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of maintaining inventory and fiscal records.
* Knowledge of forklift operations.

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to climb stairs and ladders.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**