

Specification for Class of

ELECTRONICS PARTS SPECIALIST

**Abolished Effective July 1, 2007**

Definition: In a central electronic facility: orders, receives, stores, inventories and issues a variety of electronic parts and supplies; processes electronic equipment to and from vendors, users, and/or the surplus property office. May have supervisory responsibilities over lower level support staff.

Typical Work

Receives and fills orders for electronic parts, supplies, temporary loan test equipment, and special tools;

Orders parts and supplies from supply houses and manufacturers, maintaining transaction records;

Checks shipments by comparing field orders and purchase orders against the shipper's packing lists and parts received; verifies accuracy of invoices, and resolves discrepancies with suppliers; maintains inventory records and stores goods received;

Receives and transfers agency electronic parts, equipment, sub-assemblies, etc., between operating areas; prepares and processes associated paper work;

Processes electronic parts for disposal;

May supervise Warehouse Workers, or Stores Clerks, or Stock Clerks, or support clerical staff;

Conducts inventories and maintains perpetual inventory records;

Assists technicians in parts failure analysis;

Performs other work as required.

Knowledge and Abilities

Knowledge of: inventory procedures and techniques, supply records and storage methods; electronic parts use; installation practices; electronic parts catalogues; schematic designations and parts

numbering systems; supervisory techniques including efficient utilization of personnel equipment and supplies.

Ability to: prepare and maintain supply records; make simple arithmetic computations; perform prolonged physical labor and lift heavy objects; plan and supervise work of others.

Minimum Qualifications

One year of experience in purchasing and/or procuring, storing and issuing a variety of electronic parts.

A valid Washington State driver's license is required.

New class

Effective August 10, 1984

Revised December 12, 1986

Revises minimum qualifications