



# COUNTY OF HIDALGO

## Human Resources Department

Job Title: **SURPLUS SPECIALIST**  
Grade: 10

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*The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.*

### **GENERAL DESCRIPTION**

Performs advanced (senior-level) inventory work; Overseeing surplus inventory from various departments pertaining to machinery, equipment, furniture, computers, and other items; Manage inventory for compliance with established procedures; Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Develop and maintain a database for assets up for auction and assets that can be transferred to departments in need of assets

Reconcile Surplus Inventory Reports with Accounting Records on a monthly basis

Prepares auction list and agenda items to present to Commissioners' Court for approval of disposition of assets through auction, destruction, etc

Prepares and submits the auction reports after each auction within the guidelines of the Fixed Asset Manager

Maintains the County Website with current information regarding auctions and any surplus asset available to County Departments

Coordinate and assist with Inventory Surplus (picking up asset(s) from the departments and delivering the item(s) to the current auctioneer)

On a yearly basis conduct an inventory of the warehouses (County Surplus Warehouse and the Auctioneer's Warehouse) and submits reports to the Fixed Assets Manager

Conduct yearly trainings to County Departments in regards to surplus procedures and proper submission of forms

Performs all other related duties as assigned

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## **EDUCATION AND EXPERIENCE**

Graduation from an accredited four (4) year college or university with a Bachelor's Degree in business, accounting, finance or related field

Experience in accounting or inventory control

Two (2) years of related experience may be substituted for one (1) year of education

## **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of Accounting, inventory practices, methods, and procedures

Both verbal and written communication

Organizational and customer service skills

Ability to transfer inventory from one location to another

Operate a variety of office equipment including a computer

Proficient with MS applications such as Excel and Word

Experience with general clerical work

Ability to transfer Inventory from one location to another, and review Inventory policy for compliance

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations