THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OOC0338475 **DATE POSTED:** 01/27/14

POSITION NO: 229735 **CLOSING DATE:** 02/07/14

POSITION TITLE: SENIOR PROPERTY CLERK

DEPARTMENT NAME / WORKSITE: Property Management Department - Ft. Defiance, Az

WORK DAYS: MON - FRI **REGULAR FULL TIME:** ☑ **GRADE/STEP:** Y59A

WORK HOURS: 8am to 5pm **PART TIME:** ☐ **NO. OF HRS./WK.:** 40 **$** 25,500.80 **PER ANNUM**

SEASONAL: ☐ **Duration:** **$** 12.26 **PER HOUR**

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Inventory and examine all department equipment and property purchases assigned; receives delivery of shipments; verifies accuracy for accountability and condition of shipment received; retrieves and compare appropriate documentation; coordinates delivery/issue receipt number assignment through property management; tracks property numbers in the computerized system; tag equipment terms of value and issues equipment to departments; track equipments by assets number through inventory control procedures; reports loss, theft or damage equipment to Navajo Nation property; identify and develops corrective mesures to reconcile changes in property values, and/or problems incurred; monitors disposition of surplus and excess equipment; ensures proper write off of equipment and property.

Conducts a complete and acccurate physical inventory on value of excess equipment; ensures surplus is properly disposed of; keep records information regarding surplus equipment in design and organized spreadsheet; assist with maintaining repairs and replacement of equipments; prepare and compiles reports for reconciliation; attends staff meetings; knowledge of policies and procedures; monitor and assist work of assigned staff.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A high school deploma or GED; and three (3) years property control experience; or an equivalent combination of education, which provides the capabilities to perform the described duties.

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Familar with property control principles, practices and methods
Familar with Navajo Nation policies and procedures pertaining Property Management
Familiar with Navajo Nation organizational structure
Knowledge of surplus property inventories, disposal procedures and warehousing
Coordinate work with other staff
Good record keeping pertaining to property control
Follow verbal and written direction
Maintain effective working relationships with co-workers and customers

Special Requirements:

Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 9/19/13