

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OOC03315105

DATE POSTED: 02/13/18

POSITION NO: 202508

CLOSING DATE: 02/27/18

POSITION TITLE: PROPERTY CLERK (2 Positions)

DEPARTMENT NAME / WORKSITE: OOC/PROPERTY MANAGEMENT DEPARTMENT / FORT DEFIANCE, AZ

WORK DAYS: MONDAY -FRIDAY REGULAR FULL TIME: GRADE/STEP: A156A

WORK HOURS: 8:00 AM - 5:00 PM PART TIME: NO. OF HRS./WK.: _____ \$ 20,800.00 PER ANNUM

SEASONAL: DURATION : _____ \$ 10.00 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Identifies new equipment and attaches property control tags; processes transfer of items to and from departments; conducts physical inventories to ensure accountability of Navajo Nation assets; investigates missing and stolen property reported by programs; works with departments/programs to locate missing property; ensures appropriate documentation is filed including police reports; maintains physical inventory records of property; prepares property reports for assigned programs; generates deletions, transfers and new purchase reports; updates information on a daily basis.

Works closely with programs in maintaining accurate listings; maintains records on equipment loans; prepares property cards and tags; retrieves excess property and equipment from programs; may transport new equipment to programs; maintains records for assigned programs; attends staff meetings; performs general clerical duties in completion of duties includes typing, filing, answering phones and assisting the public.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and two (2) years warehousing and property management experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation is required.

(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:

- A knowledge of property control principles, practices and methods.
- A knowledge of bidding procedures and disposals of equipment and supplies.
- A knowledge of record keeping methods and techniques.
- A knowledge of Navajo Nation policies, procedures and practices.
- A knowledge of basic report writing. A knowledge of standard office procedures and practices.
- Skill in simple mathematical calculations, inventory control methods, completing recurring reports.
- Skill in verbal and written communication. Skill in establishing and maintaining effective working relationships.
- Must be able to train for and operate a forklift.
- Ability to speak bilingual language a plus, but not required.

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