

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS14024092
POSITION NO: 245154
POSITION TITLE: _____

DATE POSTED: 06/22/22
CLOSING DATE: 07/06/2022 by 5 pm

Property Clerk

DEPARTMENT NAME / WORKSITE: NN Telecommunication & Utilities/Window Rock, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ56A</u>
WORK HOURS: <u>8 am - 5pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>23,155.92</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>11.09</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Responsibilities include inventorying and documenting all Navajo Nation two way radio equipment, wireless phone equipment and office equipment. Conducts physical inventory to ensure accountability of Navajo Nation assets; investigates missing and stolen property reported by programs; updates information on a daily basis and maintains records on equipment. Works closely with programs by maintaining accurate property listings, by locating, identifying, and documenting equipment at buildings/facilities and Radio Frequency Network sites located on mountain tops throughout the Navajo Nation. Retrieves excess property and equipment from programs and disposes of property and equipment as required.

Duties include maintaining a database of the two way radio equipment, leased radio equipment and wireless phones and office equipment. Reviews reports to identify, trace and resolve any missing equipment issues. Ensures appropriate documentation is filed including police reports. Schedule quarterly physical inventory with Navajo Nation departments to ensure accountability of equipment. Contacts various Navajo Nation personnel to resolve discrepancies or problems; answers inquiries regarding work being performed; complies numerical and statistical information for report purposes; generates a variety of reports from computer records; reports and forms into the meeting reports. Schedule and attend meetings as required. Travel is required to conduct physical inventory.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

• High School Diploma or GED; and two (2) years warehousing and property management experience; or equivalent combination of education and experience.

Special Requirements:

• Possess a valid state driver's license. Be able to obtain a Navajo Nation vehicle permit.

<<A favorable background investigation>>

(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:

Knowledge of property control principles, practices and methods.
Knowledge of record keeping methods and techniques.
Knowledge of basic report writing.
Knowledge of standard office procedures and practices.
Skill in mathematical calculations, inventory control methods and completing recurring reports.
Skill in verbal and written communication.
Skill in establishing and maintaining effective working relationships.
Must be able to lift equipment weighing up to 50 lbs. when required (up to 20% each day).
Work in outdoor locations to inventory equipment in varied weather.

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