DUTIES AND RESPONSIBILITIES:
Under general supervision, performs work of moderate difficulty in administering, accounting for, and safeguarding the assets of the Navajo Nation.
Identifies new equipment and attaches property control tags; works closely with programs/departments in maintaining accurate property listings; conducts physical inventories to ensure accountability of Navajo Nation assets.
Assists programs/departments in retrieving excess property and equipment, processing the transfer of assets, transporting new equipment with available resources; prepares property reports for assigned programs/department and updates information on a daily basis.

Works with programs/departments to investigate missing or stolen property, locate missing property, and ensures appropriate documentation is filed including police reports.
Perform general clerical duties such as 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:
- A favorable background investigation.
- Possess a valid state driver's license.

<<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 and asset management, reporting, inventorying, and disposal of assets.
Knowledge of Navajo Nation, federal, and state laws, regulations, and guidelines governing tribal operations relative to property management.
Knowledge of record keeping methods and techniques.
Skill in computerized property/fixed assets inventory and maintenance.
Skill in simple mathematical calculations.
Skill in verbal and written communication.
Skill in establishing and maintaining effective working relationships.

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