THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS03912200**	DATE POSTED:	07/11/16
POSITION NO:	241081	CLOSING DATE:	07/22/16
POSITION TITLE:	Property Clerk		
DEPARTMENT NAME / WORKSITE:	Department for Self Reliance / Window Rock, Arizona		

WORK DAYS:	Monday to Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB56A
WORK HOURS:	8:00 am to 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 20,300.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 9.76	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Schedules and conducts an annual physical inventory for Department for Self Reliance (DSR) Support Services and eight (8) field offices to ensure accountability of all fixed assets, furniture, and equipment. Works closely with the DSR offices for transferring or retrieving excess property and equipment, and ensuring all necessary documents are completed. Develops and maintains a comprehensive equipment and property database, enters data, generates reports, maintains record of transfer and disposition of all DSR property, and assures all new purchases of property are entered into the database. Maintains accurate property listings. Works with the Navajo Nation Property Management to ensure all new purchases and fixed assets are tagged. Inspects all new deliveries of equipment and assures delivery to the appropriate field office. Prepares necessary documents to dispose of damaged, end-of-life, or obsolete items to the Navajo Nation Property Management. Ensures appropriate documentation is filed, including a police report for any stolen property. Works with the DSR offices on any missing property and its documentation. Works with vendors to obtain replacement for any damaged property. Prepares and submits, on an annual basis, the Exposure Summary Worksheet to obtain insurance for DSR vehicles and property. Maintains a tracking system for all extra tribal vehicle keys and the Support Services building keys. Prepares the necessary financial documents to process payments for insurance premiums. Works closely with the Navajo Nation Departments, such as, Office of the Controller (Property Management and Fixed Assets Section), Risk Management, and Fleet Management. Meets annually with Property Management Property Clerks and Fixed Assets to reconcile all fixed assets for audit purposes. Attends staff meetings and performs other duties assigned by the Principal Accountant, Department Manager III, and/or

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School Diploma or GED; and two (2) years warehousing and property management experience.

Special Requirements:

- A favorable background investigation. ***(If selected for the position tribal, federal and state background checks must be completed prior to er***
- Possess a valid state driver's license.

(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; bidding procedures and disposal of equipment and supplies; record keeping methods and techniques; Navajo Nation policies and procedures that affect assigned work; basic report writing; standard office procedures and practices.

Skill in: simple mathematical calculations, inventory control methods and completing recurring reports; inventory control methods; completing recurring reports; verbal and written communication; 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.