THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **OOC0333916** Date Posted: **08/01/11**
POSITION NO: **229735** Closing Date: **08/12/11**
CLASS CODE: **4016**
POSITION TITLE: **SENIOR PROPERTY CLERK**
DEPARTMENT NAME: **Property Management Department - Office of The Controller**
DEPARTMENT NO: **33** WORKSITE LOCATION: **Fort Defiance, AZ**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R59A**
Days: **MON - FRI** Permanent: ☑ SALARY:
Hours: **8:00 a.m. - 5:00 p.m.** Temporary: ☐ Duration: $ **$24,752.00** Per Annum
☐
Part-Time: No. of Hrs/Wk: **40** $ **$11.90** Per Hour

DUTIES AND RESPONSIBILITIES:
Verifies and tracks equipment and property purchases; receives shipments as required; verifies accuracy and condition of shipment received; retrieves appropriate documentation; coordinates property number assignment through property management; tracks property numbers in computerized system; tags and issues equipment to department; tracks equipment through inventory control measures; reports loss, theft or damage to Navajo Nation property; develops corrective mesures to reconcile changes in property values, losses and/or problems incurred; oversees disposition of surplus and/or excess equipment; ensures appropriate write off of equipment and property.
Conducts inventory and establishes value of excess equipment; ensures surplus property is properly disposed of; records information regarding surplus equipment in computeized system; assists departments in coordinating repair and/or replacement of equipment; compiles information for recurring and ad hoc reports; prepares and submits required reports; attends staff meetings; keeps abreast of applicable policies and procedures; oversees and monitors work of assigned staff; assists staff with work assigned.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires some positions to lift frequently up to lift frequently up to 50 lbs. and in excess of 100 lbs. infrequently; most positions general work in an off/warehouse setting.

QUALIFICATION REQUIREMENTS:
Education and Training:
A high school diploma or GED; and

Experience:
Three (3) years property control experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities
Knowledge of property control principles, practices and methods.
Knowledge of Navajo Nation policies and procedures that affact assigned work.
knowledge of Navajo Nation organizational structure in order to accomplish assigned tasks.
Knowledge of surplus property disposal.
Skill in coordinating work of others.
Skill in record keeping asit pertains to property control.
Skill in Verbal and written communication.
Skill in establishing and maintaining effective working relationships.

License/Certification 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.