

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DNR05824472**  
POSITION NO: 244247  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 08/01/22  
CLOSING DATE: 08/29/2022 by 5 pm

**Property Clerk**

DEPARTMENT NAME / WORKSITE: DNR/Parks & Recreation Department - Window Rock, AZ

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ56A</u>
WORK HOURS: <u>8:00 AM - 5:00 PM</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:**

Under general supervision will perform work of moderate difficulty to ensure proper tracking at all respective tribal park locations and administration offices including newly established locations of existing and new assets including buildings, storage facilities, equipment, office furniture, supplies; ensures all assets are properly tagged and included on master inventory listing for proper insurance coverage on an annual basis; conducts physical inventories to ensure proper accountability of Navajo Nation assets; ensures documentation is provided for unaccounted assets, including police reports; generates master log of department assets to include deletions, transfers and new purchase reports including maintenance requirements for buildings, vehicles, equipment; maintains vehicle mileage logs for all vehicles within department for monthly report submittal to proper authorities; ensure all Navajo Nation Vehicle Operator's are properly permitted to operate vehicles in accordance with Navajo Nation laws, policies, regulations; works closely with tribal parks and administration office to maintain accurate property listings; provides documentation on equipment loans, retrieve excess property and equipment to ensure proper property is taken off property listing; attends meetings, performs 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 of warehousing and property management experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.
- Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days from date of hire.

**<<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 bidding procedures and disposal of equipment and supplies. Knowledge of record keeping methods and techniques. Knowledge of Navajo Nation policies and procedures. Knowledge of basic report writing, completing recurring reports, effective verbal and written communication. Knowledge of standard office procedures and practices including inventory control methods. Skill in simple mathematical calculations. Skill in establishing and maintaining effective working relationships. Work requires ability to lift up to 50 lbs.; work is generally performed in office/warehouse/outdoor setting.

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