

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u> DGS14010579 </u>	DATE POSTED:	<u> 08/03/15 </u>		
POSITION NO:	<u> 243185 </u>	CLOSING DATE:	<u> 08/17/15 </u>		
POSITION TITLE:	<u> Property Clerk </u>				
DEPARTMENT NAME / WORKSITE:	<u> DGS/NN Telecommunication & Utilities/Window Rock, AZ </u>				
WORK DAYS:	<u> Mon. - Fri. </u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u> AB56A </u>
WORK HOURS:	<u> 8 am - 5 pm </u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u> 20,300.80 </u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u> 9.76 </u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Responsibilities include inventorying and documenting all Navajo Nation two way radio equipment and wireless phone equipment. Conduct physical inventory by locating, identifying, and documenting two way radio equipment at buildings/facilities and Radio Frequency Network sites located on mountain tops throughout the Navajo Nation. Travel is required to conduct physical inventory.

Duties include maintaining a database of the two way radio equipment, leased radio equipment and wireless phone equipment. On a monthly/quarterly basis access FMIS to obtain financial data on wireless phone and two way radio equipment expenditures. Reviews reports to identify, trace and resolve any missing equipment issues. Disposal of property as required. 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.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Preferred Qualifications:

- College coursework in business or related field.
- One (1) year experience of basic bookkeeping experience.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

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

(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, records keeping methods and techniques. Knowledge of Navajo Nation policies and procedures that affect assigned work. Knowledge of basic report writing and office standards and practices. Skilled in simple mathematical calculations, inventory control methods and completing recurring reports.

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