THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS14012341**	DATE POSTED:	08/08/16
POSITION NO:	243185	CLOSING DATE:	08/22/16
POSITION TITLE:	**Property Clerk**		
DEPARTMENT NAME / WORKSITE:	DGS/NN Telecommunication & Utilities/Window Rock, AZ		

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

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:

- A high school diploma or GED; and two (2) years warehousing and property management experience.

Special Requirements:

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

(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:

Must be able to lift equipment weighing up to 50 lbs. when required (up to 20% each day).
Work in outdoor locations to inventory equipment in varied weather.
Possess a valid state driver's license. Be able to obtain a Navajo Nation vehicle permit.

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