

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOT10210604</u>	DATE POSTED:	<u>08/10/15</u>
POSITION NO:	<u>242002</u>	CLOSING DATE:	<u>08/24/15</u>
POSITION TITLE:	<u>Senior Property Clerk</u>		
DEPARTMENT NAME / WORKSITE:	<u>NDOT - Executive Office</u>		
WORK DAYS:	<u>Mon - Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AB59A</u>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>26,270.40</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>12.63</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Verifies and tracks NDOT equipment and property purchases; responsible for order shipments. Monitors accuracy and condition of all shipment received and retrieves NDOT shipment confirmation documentation for property recordkeeping and files. Coordinates with Navajo Nation Property Management to insure proper property number assignment on all NDOT equipment and property. Shall develop an internal tracking system to monitor all equipment's, tag number and coordinates equipment assignment to departments within NDOT. Shall coordinate with Navajo Nation Property to insure the reporting of losses, thefts or damages is consistent with NDOT and Navajo Nation property. Coordinates with NDOT management to develop corrective measures to reconcile changes in property values, losses and/or problems incurred. Coordinates with Navajo Nation Property of surplus disposition and/or excess equipment and insures appropriate write off of equipment and property. Conducts a thorough annual inventory and establishes value of excess equipment in coordination with Navajo Nation Property policy and procedure; insures surplus property tracking of dispositions and recordkeeping of access equipment onto an internal tracking system. Assists the NDOT departments in coordination with Finance personnel for repair and/or replacement of equipment and costs. Prepares and submits required reports upon request. Responsible for annual inventory and reconciliation of property listing of capital assets with Navajo Nation Property Management and Fixed Assets Department. Insure NDOT adherence to compliance requirements to all external funding agreements. Provide supervision to property support services personnel. Time to time will be on-call status to address building matters. Attends staff meetings, keeps abreast of applicable NDOT Property Management policies and procedures, oversees and monitors work of assigned staffs and assists staff with work assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and three (3) years of property control and inventory experience.

Preferred Qualifications:

- College courses in Business, office services or related field.
- Forklift operation experience or certification.
- Proficient in the use of personal computers

Special Requirements:

- 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 in property control principles, practices and methods. Knowledge in Navajo Nation policies and procedures that affect assigned work. Knowledge of Navajo Nation organizational structure in order to accomplish assigned tasks. Knowledge of surplus property disposal. Skilled in computerized property inventory, coordinating work with others, recordkeeping as it pertains to property control. Skill in verbal and written communication. Skill in establishing and maintaining effective working relationships.

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

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