

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

REQUISITION NO: DPS0742334

Date Posted: 08/30/10

POSITION NO: 944112

Closing Date: 09/13/10

CLASS CODE: 2240

POSITION TITLE: POLICE PROPERTY CLERK

DEPARTMENT NAME: DPS/Navajo Police Department

DEPARTMENT NO: 74 WORKSITE LOCATION: Crownpoint, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N56A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 am to 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ 18,470.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 8.88 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Performs duties responsibilities such as maintain and distributing police property and equipment; maintaining up-to-date and accurate records of property and equipment; maintains records for identification and tracking of equipment; issues property receipts to law enforcement officers; assists in the physical inventory of equipment and supplies and police units; assists during quarterly inspections of district; assists in the investigation of missing, stolen, or lost equipment and supplies and does the appropriate reports; maintains the storage space and records; works closely with the Navajo Nation Property for the purposes of property returning excess and/or obsolete property. Responsible for work orders for vehicle maintenance service and/or repairs; records vehicle maintenance schedule; responsible for monthly mileage reports on vehicles; responsible for the processing and issuing of items such as uniforms, ammunition, police supplies and equipment; attends training and may train other staff and attends staff meetings. Will be assigned other duties by immediate supervisor or District Captain.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A High School Diploma or GED; and

**Experience:**

One (1) year of clerical 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 transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of custodial cleaning methods, practices, procedures; of occupational safety, health regulations, and guidelines; of knowledge equipment preventative maintenance and repair; of environmental protection regulations and guidelines; and of utilization of custodial equipment and tools. Skill in safety cleaning and disinfecting buildings and facilities; in utilizing safety

**License/Certification Requirements:**

**PREFERRED:** 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.**

*Revised: 1-15-99*