THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOT1019294**	DATE POSTED:	**09/29/14**
POSITION NO:	**243059**	CLOSING DATE:	**10/10/14**
POSITION TITLE:	**Property Clerk**		
DEPARTMENT NAME / WORKSITE:	**Navajo Division of Transportation - Executive Office / Tse Bonito, NM**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	Y56A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 19,718.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 9.48	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Assist the Senior Property Clerk with property purchases and inventory. Assist with the verification and tracking of NDOT equipment and supplies; receives, verifies and ensures NDOT shipments are tagged by the Navajo Department of Property Management. On the computer, creates and maintains the tracking of NDOT property within the departments and agency offices. Tracks inventory utilizing inventory control measures, reports loss, theft or damage to NDOT property. Oversees the disposition of surplus and excess equipment and ensures write off of the value of NDOT obsolete property. Compiles information for quarterly, annual and audit inventory reports for NDOT funding requirements and audits. Prepares and submits required reports Department of Property Management, Department of Risk Management for insurance purposes, NDOT Senior Property Clerk and NDOT Division Director. Attends NDOT, Department of Property Management and other meetings pertaining to NDOT Property Section. Stays well-informed of applicable and new policies and procedures. Assist staff with work as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A 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.

(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:

College coursework in business or related field. Some basic bookkeeping experience would be helpful. Proficient in Microsoft Office software or other computer applications.

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