

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

REQUISITION NO: DPS07114650

DATE POSTED: 11/07/17

POSITION NO: 213235

CLOSING DATE: 11/21/17

POSITION TITLE: Police Property Clerk

DEPARTMENT NAME / WORKSITE: Navajo Police Department / Tuba City, AZ

WORK DAYS: Monday - Friday

REGULAR FULL TIME:

GRADE/STEP: AI56A

WORK HOURS: 8am-5pm

PART TIME:

NO. OF HRS./WK.: \_\_\_\_\_

\$ 20,800.00 PER ANNUM

SEASONAL:

DURATION : \_\_\_\_\_

\$ 10.00 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Maintains inventory on police equipment; issues property receipt to officers for equipment received; conducts physical inventory on police units, equipment and supplies; investigates missing, stolen or lost equipment reports; receives, inspects and assigns newly acquired property; maintains records for identification and tracking of equipment and supplies used; maintains storage space and records stored equipment; returns excess and obsolete property.

Prepares work orders for vehicle maintenance service and/or repairs; maintains vehicle records and logs of service; completes monthly mileage reports on vehicles; issues uniforms; issues ammunition for firearms re-qualifications; keeps scores during re-qualification; may dispatch in radio room if needed; picks up mail and payroll when requested; attends training and staff meetings. Work involves a minimum of physical lifting up to 50 lbs. on an infrequent basis generally in an office setting.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and one (1) year of clerical experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.

*(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 record keeping methods and techniques.
- Knowledge of basic report writing.
- Knowledge of inventory control methods.
- Knowledge of standard office procedures and practices.
- Skill in simple mathematical calculations.
- Skill in completing recurring reports.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

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