THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0334384** Date Posted: **12/12/11**

POSITION NO: **211404** Closing Date: **12/23/11**

CLASS CODE: **4017**

POSITION TITLE: **PROPERTY CLERK**

DEPARTMENT NAME: **OOC/PROPERTY MANAGEMENT DEPARTMENT**

DEPARTMENT NO: **33** WORKSITE LOCATION: **Fort Defiance, Az**

WORKS DAYS/HOURS:
Days: **Monday-Friday**
Hours: **8am - 5 pm**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R56A**

SALARY:
$ **19,136.20** Per Annum
$ **9.20** Per Hour

DUTIES AND RESPONSIBILITIES:
Under general supervision, performs work of moderate difficulty in tracking property and equipment through purchase orders, transfer forms, disposals and physical inventory; performs related work as assigned from time to time by supervisors and delegated personnel. identifies new equipment and attaches property tags; processes transfer of items to and from departments; conducts physical inventories to ensure accountability of Navajo Nation assets; provides directon and technical support to programs for reported missing and stolen property; provides technical support to department/programs to locate missing property; ensures required documentation is filed including property loss and police reports; maintains physical inventory records of property; prepares property reports for assigned programs, auditors and appropriate requests; generates deletions, transfers, new purchase and disposal reports; updates information on daily basis; and apprasies equipment for sale. Works with programs in maintaining accurate property list; maintains records on equipment loans; prepares automated property records and tags; coordinates excess property and equipment retievals for programs; transport new equipment to programs, maintains records for assigned programs; attends staff meetings, trainings and travel and general clerical duties.

QUALIFICATION REQUIREMENTS:
Education and Training:
A high school diploma or GED; and

Experience:
Two (2) years warehousing and property management 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 property control principles, practices and methods; bid procedures and disposal of equipment; record keeping methods and techniques; Navajo Nation policies, procedures that affect assigned work;basic report writing; standard office procedures and practices; bookkeeping or accounting principals; equipment appraisal methods; skill microsoft word & excel.
Able to lift 50 lbs.or more.

License/Certification Requirements:
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: 6-24-05***