THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DPS05911395** DATE POSTED: 02/01/16

POSITION NO: 211673 CLOSING DATE: 02/12/16

POSITION TITLE: **Police Property Clerk**

DEPARTMENT NAME / WORKSITE: Navajo Police Department / Kayenta, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: ☑ GRADE/STEP: AB56A

WORK HOURS: 8:00 a.m. - 5:00 p.n PART TIME: ☐ NO. OF HRS./WK.: _____ $ 20,300.80 PER ANNUM

SEASONAL: ☐ DURATION : $ 9.76 PER HOUR

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate difficulty in maintaining and distributing police property and equipment; maintains appropriate records for identification and tracking; performs related work as assigned. 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.

Preferred Qualifications:

Proficient in Microsoft Office software or other computer applications.

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.

<<A favorable background investigation is required>>

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