THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT - TEMPORARY

REQUISITION NO:	**DSS0578665**	DATE POSTED:	**05/05/14**
POSITION NO:	**243069**	CLOSING DATE:	**05/16/14**
POSITION TITLE:	**Property Clerk**		
DEPARTMENT NAME / WORKSITE:	NDSS / Child Care and Development Fund Program / Window Rock, Arizona		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☐		GRADE/STEP:	Y56A
WORK HOURS:	8:00a - 5:00p	PART TIME:	☐	NO. OF HRS./WK.:	$ 19,718.40	PER ANNUM
		SEASONAL:	☐		$ 9.48	PER HOUR
		TEMPORARY:	☑	DURATION : 4 - 6 weeks		

DUTIES AND RESPONSIBILITIES:

Under general supervision of the CCDF Accounting Unit, performs work of moderate difficulty in tracking property and equipment through purchase orders, transfer forms and physical inventory. Identifies new equipment and assists NN Property Department to attach property control tags; processes transfer of items to and from regional offices/child care centers; conducts physical inventories to ensure accountability of Navajo Nation CCDF assets; investigates missing and stolen property reported by regional offices/child care centers; works with regional offices/child care centers to locate missing property; ensures appropriate documentation is filed including police reports and risk management reporting documents; maintains physical inventory records of property; prepares property reports for assigned regional offices/child care centers; generates deletions, transfers and new purchases reports and updates information on a daily basis.

Works closely with the program's regional offices/child care centers in maintaining accurate property listing; maintains records on equipment loans; prepares property cards and tags; retrieves excess property and equipment from regional offices/child care centers; may transport new equipment to programs; maintains records for all regional offices/centers; attends staff meetings; performs general clerical duties such as typing, filing, answering phones and assisting the public.

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 in 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:

Knowledge of property control principles, practices, and methods; bidding procedures and disposal of equipment and supplies; record keeping methods and techniques; Navajo Nation policies and procedures that affect assigned work; basic report writing, and standard office procedures and practices. Skill in simple mathematical calculations, inventory control methods and completing recurring reports; skill in verbal and written communication; in establishing and maintaining effective working relationships; Work requires ability to lift up to 50 lbs or more.

A favorable background check is required.

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