

POLICE PROPERTY CLERK

DEFINITION: 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.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

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.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- 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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical lifting up to 50 lbs. on an infrequent basis generally in an office setting.

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.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.