

### **PROPERTY CLERK**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in tracking property and equipment through purchase orders, transfer forms and physical inventory; 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:**

Identifies new equipment and attaches property control tags; processes transfer of items to and from departments; conducts physical inventories to ensure accountability of Navajo Nation assets; investigates missing and stolen property reported by programs; works with department/programs to locate missing property; ensures appropriate documentation is filed including police reports; maintains physical inventory records of property; prepares property reports for assigned programs; generates deletions, transfers and new purchase reports; updates information on daily basis.

Works closely with programs in maintaining accurate property listings; maintains records on equipment loans; prepares property cards and tags; retrieves excess property and equipment from programs; may transport new equipment to programs; maintains records for assigned programs; attends staff meetings; performs general clerical duties such as typing, filing, answering phones and assisting the public.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of property control principles, practices and methods.  
Knowledge of bidding procedures and disposal of equipment and supplies.  
Knowledge of record keeping methods and techniques.  
Knowledge of Navajo Nation policies and procedures that affect assigned work.  
Knowledge of basic report writing.  
Knowledge of standard office procedures and practices.  
Skill in simple mathematical calculations, inventory control methods and completing recurring reports.  
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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 requires ability to lift up to 50 lbs.; work is generally performed in an office/warehouse setting.

#### **MINIMUM QUALIFICATIONS:**

- A high school diploma/GED; and two (2) years warehousing and property management experience; or an equivalent combination of education and experience.

#### **Special Requirements:**

- Possess a valid state driver's license.

THE NAVAJO NATION

Class Code: 4017  
General Services and Maintenance Series  
Property Support Group  
Overtime Code: Non-Exempt  
Pay Grade: 56

**PROPERTY CLERK**

**PREFERRED QUALIFICATIONS:**

- College coursework in business or related field.
- One (1) year experience of basic bookkeeping experience.
- Proficient in Microsoft Office software or other computer applications.

**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.