

SENIOR PROPERTY MANAGEMENT CLERK

Code No. 4-11-076
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior-level position responsible for assisting in the planning and design of property management. Work involves identifying and tracking assets, moving equipment and furniture, analyzing problems and implementing solutions. The employee is responsible for maintaining, manipulating, monitoring, and adjusting computerized property management and financial record system records. This title differs from Property Management Clerk by virtue of its higher-level responsibilities as a lead role for property management, including office management and assistance developing, implementing, and maintaining complex processes and procedures. General supervision may be exercised over Property Management Clerks or other lower-level positions. The employee reports directly to, and works under the general supervision of, a senior-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Identifies, evaluates and labels assets for property control purposes upon delivery;

Enters data and maintains, manipulates, and monitors asset information into a financial record system and generates reports as needed, including asset reconciliation;

Reconciles asset values in a financial record system;

Implements and maintains software and equipment for asset tracking and property control;

Performs physical inventory of fixed assets and updates fixed asset records to confirm physical counts;

Identifies surplus items and sources for redistribution, sale, or disposal;

Manages online auctioning of surplus property;

Manages the disposal of electronic assets with New York State certified electronic recycling agencies;

Oversees of the destruction of hard drives and other media containing sensitive data;

Supervises employees for annual seasonal inventory audit processes;

Analyzes property management problems and implements solutions;

Assists developing, implementing, and maintaining property management processes and procedures;

Facilitates and assists with furniture/office moves including operation of pallet jacks, flat beds, and fork lifts;

Performs minor maintenance on power tools, motorized equipment, furniture, and equipment.

Acts as the supervisor in the absence of the Senior Driver Mover Employee and provides coverage for that role as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of computerized record keeping techniques and practices; thorough knowledge of computerized property management systems; good knowledge of basic accounting practices especially as related to assets and inventory; good knowledge of materials management techniques and practices;

good knowledge of the procedures of movement of materials including proper packing, loading, and unloading of furniture and equipment; good knowledge of warehouse and material handling equipment; good knowledge of managing online auctioning for surplus items; good knowledge of New York State electronic recycling procedures; ability to maintain and monitor asset information into a financial record system and reconcile asset value; ability to perform inventory, identify surplus items, and update records; ability to supervise employees; ability to analyze property management problems and implement solutions; ability to assist in developing, implementing, and maintaining property management processes and procedures; ability to operate a variety of warehouse equipment; mechanical skills; organizational skills; ability to operate a motor vehicle; ability to move materials weighting up to one hundred (100) pounds; ability to unpack, assemble, and install office equipment; ability to establish good working relationships with others; ability to establish and maintain effective working relationships; ability to maintain, manipulate, and adjust computerized records; ability to reconcile asset value; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with a Bachelor's degree in Accounting, Bookkeeping or a closely related field; OR,
- (B) Graduation with an Associate's degree in Accounting, Bookkeeping or closely related field, plus two (2) years paid full-time or its part-time equivalent experience in materials management activities* that included operation of a personal computer or mainframe; OR,
- (C) Four (4) years paid-full time or its part-time equivalent experience as described in (B) above that included operation of a personal computer or mainframe; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

*materials management activities include but are not limited to: warehousing, inventory control, fixed asset inventory and inventory management.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid New York State license to operate a motor vehicle or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service

ADOPTED: May 1, 2025