

PROPERTY MANAGEMENT CLERK

Code No. 4-11-066

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for property management activities in a shipping and receiving department. Work involves identifying and tracking assets, maintaining, manipulating, monitoring and adjusting computerized property management and financial record system records including asset reconciliation. Work also involves assisting with the delivery and pick up of mail, packages, equipment and furniture. The employee operates and maintains forklifts and other warehouse equipment. 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 tags assets (for property control purposes) as delivered;

Enters, updates and verifies asset information into the financial record system to identify assets and generate reports;

Reconciles the value of assets in the financial record system;

Maintains fiscal records including acquisitions and expenditures;

Tracks assets and keeps records current;

Assists in the development and maintenance of procedures governing the treatment of assets;

Maintains current inventory of surplus items, promotes redistribution, and recommends transfer of property;

Picks up and delivers mail to and from US Postal facility including packages and small purchase orders;

Loads and unloads mail delivery vehicle;

Receives, unpacks, assembles, delivers and installs various furniture and equipment;

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

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

Performs periodic physical inventory of fixed assets, and updates fixed asset records to agree with physical counts;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of computerized record keeping

techniques and practices; working knowledge of basic accounting practices especially as related to assets and inventory; working knowledge of materials management techniques and practices; working knowledge of the procedures of movement of materials including proper packing, loading and unloading of furniture and equipment; working knowledge of warehouse and material handling equipment; ability to operate a variety of warehouse equipment; mechanical skill; organizational skill; ability to operate a motor vehicle; ability to move materials weighting up to 100 pounds; ability to pick up and deliver mail and packages; ability to unpack, assemble, and install office equipment; ability to establish and maintain effective working relationships; ability to maintain, manipulate and adjust computerized records; 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) 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,
- (B) Graduation from a regionally accredited college or university with an Associate's degree in Accounting, Bookkeeping or a related field; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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

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.

Depending upon assignment, candidates for positions in Monroe County Government may be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: December 7, 2000