

PROPERTY CONTROL OFFICER

NATURE OF WORK IN THIS CLASS:

This is responsible work involved in the departmental maintenance of property control records and the disposition of surplus property.

Employees in this class may supervise clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Establishes and maintains property inventory records of a moderately sized or large department/agency.

Reports and compiles records of amount, kind, and value of property; conducts physical inventory and reconciles errors in computation; investigates and reports reasons for discrepancies.

Conducts surveys of damaged or unusable items; recommends appropriate disposition or replacement of such items; investigates and prepares reports on stolen property.

Compiles information on receipt and disbursement of property and adjusts inventory records.

May supervise clerical staff.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of recordkeeping and inventory methods and procedures.

Ability to make arithmetic computations.

Ability to conduct physical inventory.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain property control records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Two years of experience in inventory control and property recordkeeping; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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DAVID R. FLORES, Executive Director
Civil Service Commission