

Job Classification Specification

Jobcode Data

Effective Date Job Code 007522 Status A Reg/Temp Preferred

Description PROPERTY OFFICER 2

Minimum Salary Range \$2825.00 Maximum Salary Range \$4225.00

Job Classification Specification

Effective Date 06/15/2023

SUMMARY

Summary: Under direction, is responsible for property control work of considerable difficulty; and performs related work as required.

Distinguishing Features: This is the second class in the Property Officer sub-series. An employee in this class is responsible for maintaining the inventory of departmental in-use and surplus property. This class differs from that of a Property Officer 1 in that an incumbent of the latter is responsible for property control at a major institution or assists an incumbent in this class in accomplishing a department-wide property control function.

RESPONSIBILITIES

Monitor Processes, Materials, or Surroundings:

1. Monitors the movement of property to ensure property and equipment is properly located and stored.

Thinking Creatively:

1. Designs spreadsheets for tracking inventory to ensure accuracy.

Developing Objectives and Strategies:

1. Develops plans for 100% annual year end fiscal inventory.

Documenting/Recording Information:

1. Documents any discrepancies concerning state tagged equipment.
2. Maintains current information on all state issued items.
3. Enters information into state database to meet the needs of daily operations.

4. Stores and modifies any information with state tagged assets and/or vehicle inventory.

Processing Information:

1. Compiles information to prepare a variety of records and reports that pertain to state inventory objectives.
2. Processes changes in electronic database including but not limited to location changes, serial numbers, property tag numbers and model numbers of equipment.
3. Verifies that periodic random inspections are conducted and inventory is accurate.

Handling and Moving Objects:

1. Moves material and equipment to meet the needs of inventory related tasks.

Coordinating the Work and Activities of Others:

1. Coordinates with upper management, peers, and assigned subordinates to facilitate equitable workload dissemination.
2. Coordinates workload with internal and external business partners as required to facilitate timely and accurate task completion.

Performing General Physical Activities:

1. Performs general physical activities such as climbing, lifting, and balancing to meet the needs of inventory related tasks.

Getting Information:

1. Obtains information to ensure effective control of property and all procedures are followed according to policy, procedure and guidelines.
2. Receives information from various sources to tag new purchases or relocate current property.
3. Receives information from supervisor concerning performance goals and objectives.

Monitoring and Controlling Resources:

1. Controls the issuance and placement of state property tags.

Communicating with Persons Outside Organization:

1. Communicates with external business partners by telephone, in written form, e-mail, or in person to inform them of daily operations, issues and/or concerns.

Interacting with Computers:

1. Uses office productivity software including but not limited to word processing programs, spreadsheet programs, presentation software, web-based e-mail programs, and search engines.

Identifying Objects, Actions, and Events:

1. Identifies work priorities to ensure the most important work is completed first based on work load.
2. Categorizes data and equipment to ensure compliance with departmental, state and federal guidelines.

Interpreting the Meaning of Information for Others:

1. Interprets a variety of current rules, regulations, policies, procedures, and documentation for internal and external business partners to facilitate understanding, enhance communications, and ensure compliance.

Updating and using Relevant Knowledge:

1. Stays up to date on the best practices in the field of property inventory.
2. Maintains up to date knowledge on software applications.

Communicating with Supervisors, Peers, or Subordinates:

1. Communicates with supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person to inform them of daily operations and/or concerns.

Resolving Conflicts and Negotiating with Others:

1. Resolves simple conflicts without supervisory input to ensure timely and efficient performance and maintain positive working relationships.
2. Maintains a respectful and productive work environment within the assigned work unit to minimize disputes and facilitate performance.

Inspecting Equipment, Structures, or Material:

1. Inspects various equipment and vehicles for defects or malfunctioning equipment to ensure operational status.

Analyzing Data or Information:

1. Analyzes property records for accuracy.
2. Analyzes equipment condition or data to determine age of equipment for recommendation on a replacement schedule.

Scheduling Work and Activities:

1. Schedules and conducts inventories to ensure compliance with departmental, state, and federal guidelines.
2. Schedules meetings with internal and external business partners to keep all parties informed on current processes.

Establishing and Maintaining Interpersonal Relationships:

1. Establishes interpersonal relationships with external business partners to ensure open dialogues exist and to facilitate coordination and unified effort.
2. Maintains a professional working relationship with peers, assigned subordinates, and with upper management to ensure smooth and effective team operations.

Organizing, Planning, and Prioritizing Work:

1. Incorporates last minute and unscheduled tasks into current workload to ensure timely and accurate completion of work.
2. Organizes and prioritizes personal workload and the workloads of assigned subordinates using calendars, lists, and other facilitators to ensure timely and accurate completion of work.
3. Delegates tasks to assigned subordinates based on the competencies they possess.

Coaching and Developing Others:

1. Mentors less experienced co-workers in their work.

Performing Administrative Activities:

1. Performs day to day tasks such as entering personal time, responding to e-mails, phone calls, and other correspondence as required and processing paperwork.

Operating Vehicles, Mechanized Devices, or Equipment:

1. Operates vehicles to complete daily tasks.
2. Operates forklifts to relocate property and materials.

Evaluating Information to Determine Compliance with Standards:

1. Uses relevant information to determine disposal process for property and equipment to ensure compliance with departmental, state, and federal guidelines.

Controlling Machines and Processes:

1. Operates a variety of office equipment including but not limited to copies, scanners, digital cameras, calculators and fax machines.

Developing and Building Teams:

1. Models effective performance for co-workers and assigned subordinates to provide a role model, encourage success in others, and enhance trust.

Selling or Influencing Others:

1. Influences assigned subordinates using identified individual motivational factors to increase job performance productivity.
2. Influences external business partners to increase productivity.

QUALIFICATIONS

Education and Experience: Graduation from a standard high school and experience equivalent to substantial (five or more years of) increasingly responsible full-time clerical work including, at least, one year of property control experience.

Necessary Special Qualifications: A valid motor vehicle operator's license may be required for employment in some positions.

Examination Method: Education and Experience, 100%, for Preferred Service positions.

COMPETENCIES

Competencies:

1. Dealing with Ambiguity

2. Learning on the Fly
3. Priority Setting
4. Time Management
5. Standing Alone
6. Action Oriented
7. Drive for Results
8. Perseverance
9. Customer Focus
10. Integrity and Trust

Knowledge:

1. Administrative and Management
2. Communications and Media
3. Customer and Personal Service
4. Law and Government
5. Clerical
6. Computers and Electronics

Skills:

1. Active Learning
2. Active Listening
3. Critical Thinking
4. Learning Strategies
5. Reading Comprehension
6. Speaking
7. Writing
8. Instructing
9. Persuasion
10. Service Orientation
11. Complex Problem Solving
12. Judgment and Decision Making
13. Management of Material Resources
14. Time Management

Abilities:

1. Oral Comprehension
2. Oral Expression
3. Time Sharing
4. Written Comprehension
5. Written Expression
6. Arm-Hand Steadiness
7. Multi-Limb Coordination
8. Wrist-Finger Speed
9. Extent Flexibility
10. Gross Body Coordination
11. Gross Body Equilibrium
12. Static Strength
13. Sound Localization
14. Speech Clarity
15. Speech Recognition

TOOLS & EQUIPMENT

1. Personal Computer
2. Telephone
3. Printer
4. Copy Machine
5. Fax Machine
6. Motor Vehicles
7. Scanners
8. Calculator
9. Two-Way Radio
10. Pallet Jack
11. Forklifts
12. Dolly/Flatbed Carts
13. Digital Camera
14. Hand Held Scanner