

PROPERTY CLERK

PURPOSE AND NATURE OF WORK

Positions in this class are responsible for inventory and property transaction records as an aspect of the accounting control process. Incumbents work with relative independence within established procedures, but refer unusual problems to technical supervisors, and are not supervisory positions.

ILLUSTRATIVE EXAMPLES OF WORK (Note: All duties performed by any single incumbent may not be listed, nor does any incumbent perform all of these examples.)

Reviews reports, purchase orders, and contracts to identify new assets. Creates division records of new taggable assets, and enters into computer system. Determines whether assets meet standard for tagging, and tags applicable assets.

Prepares items for depreciation; assigns and applies depreciation schedule as applicable. Calculates cost of single items from multi-item purchases. Performs reconciliation of funds as necessary due to depreciation schedules, including reconciling and balancing funds when depreciable assets are transferred interdepartmentally.

Registers all vehicles with the Department of Motor Vehicles, and processes registration renewals for existing LCG vehicles. Maintains the vehicle file along with the registration and title, and ensures license plates, registrations and insurance documents are placed in the correct vehicle. Processes vehicle transfer paperwork, updates associated files and records. Adds applicable vehicles to auction lists, brings vehicles to auction site.

Determines if assets for disposal have scrap value, can be salvaged for parts, or need to be junked. Maintains auction list, researches items to set reserve prices, and conducts online auction of surplus property. Prepares items for transfer or disposal and updates associated records.

Conducts periodic inventories, including vehicle maintenance, traffic sign shop, utility, and fiber warehouse stock inventories. Reviews departmental submissions of annual inventory for discrepancies.

Creates associated journal entries related to depreciation, transfer, disposal, and inventory corrections.

Reconciles and balances all fixed asset and vehicle additions, adjustments, transfers in, transfers out, and disposal of assets to each LCG fund at the end of each fiscal year. Prepares formal reconciliation reports to be sent out to auditors and accounting.

Perform related work as required.

NECESSARY KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of inventory procedures, both physical and perpetual.

Knowledge of basic bookkeeping principles and practices.

Ability to understand interrelationships of and prepare fiscal reports related to accounts payable, receivable, inventory and budgeting.

Ability to apply basic bookkeeping principles to the processing and coordination of inventory.

Knowledge of computer applications related to inventory and property management and control.

Ability to perform arithmetic computations with speed and accuracy.

Ability to establish and maintain effective working relationships with employees and public.

Ability to prepare routing reports, records and correspondence.

DESIRABLE TRAINING AND EXPERIENCE

Completion of high school supplemented by additional specialized training in bookkeeping or accounting, and experience with government and utility inventory processing and administration, or an equivalent combination of education and experience.