



Property Accountability Field Supervisor

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**Details**

**Job ID : 336**

**Title :** Property Accountability Field Supervisor

**Job Code :** 813

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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**Job Departments**

- Administrative Services - Property Accountability

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**Purpose**

RESPONSIBLE FOR OVERSEEING THE SYSTEMATIC OPERATION OF PROPERTY ACCOUNTABILITY.

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**Required Qualifications**

**Education :** 2 Year Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 3 Years of Related Experience

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**Job Skills/Abilities**

- VALID DRIVERS LICENSE
- TRAVEL STATEWIDE
- GOOD COMMUNICATION SKILLS
- LIFT 50 POUNDS

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**Job Preferred Knowledge**

- AUTOCAD EXPERIENCE

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**Job Duties**

- TRAINS, SCHEDULES, SUPERVISES DEPARTMENT STAFF
- ASSURES ALL RECORDS AND REPORTS ARE TIMELY AND ACCURATE
- ASSISTS WITH PROCEDURAL PROBLEMS
- REVIEWS COMPLETED WORK
- PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS
- OVERSEES TEMPORARY EMPLOYEES AT SITE VISITS
- UPDATES ARCHITECTURAL PLANS TO COINCIDE WITH CURRENT INVENTORY ALLOCATIONS
- READS FLOOR PLANS
- ENTERS DATA INTO ARCHIBUS
- OTHER DUTIES AS ASSIGNED