



Property Accountability Officer I

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**Details**

**Job ID : 337**

**Title :** Property Accountability Officer I

**Job Code :** 402

**Salary :** \$1,667.00 (Monthly)

**Grade :** 4

**Tenured :** YES

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**Job Departments**

- Administrative Services - Property Accountability

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**Purpose**

PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS.

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**Required Qualifications**

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** None

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**Job Skills/Abilities**

- VALID DRIVERS LICENSE
- TRAVEL STATEWIDE
- LIFT 50 POUNDS

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**Job Duties**

- 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