



Property Accountability Officer III

Details

Job ID : 339

Title : Property Accountability Officer III

Job Code : 602

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS A PROPERTY ACCOUNTABILITY OFFICER II

Job Skills/Abilities

- VALID DRIVERS LICENSE
- TRAVEL STATEWIDE
- LIFT 50 POUNDS

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