



**Classification:** Property Inventory Controller

**Title Code:** V00150

**Pay Range:** 18

**POSITION SUMMARY:** The Property Inventory Controller is responsible for ensuring that all nonexpendable equipment purchased with state or federal funds is identified and placed into the automated inventory system according to existing laws, regulations, policies and procedures. This employee is also responsible for updating automated inventory files and maintaining permanent records on all Patrol equipment and property. General supervision is provided by the immediate supervisor to ensure conformance with established rules, policies and procedures.

**DESCRIPTION OF DUTIES PERFORMED:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Accounts for and records the cost of fixed assets, both tangible and intangible.

Tracks existing fixed assets, records depreciation, and accounts for disposition.

Assigns inventory numbers to fixed assets, tracks the compilation of project costs into fixed asset accounts, and closes those accounts once the related projects have been completed.

Conducts analyses related to fixed assets as requested by management, prepares audit schedules relating to fixed assets, and assists auditors in their inquiries. Verifies vendors through FS03 system for proper invoices on equipment purchases.

Prepares fixed asset reconciliation report for the Comprehensive Annual Financial Report (CAFR) and ensures balances in the state ledger and Patrol subsystem are in alignment.

Conducts physical inventory and audits of all Patrol equipment annually, while tracking all personal equipment assigned to officers.

Works with Construction in Progress and Software in Progress by creating journal vouchers after completion and final approval of projects.

Assists in the creation and monitoring of a system of controls, policies, procedures, and forms for the recording of fixed assets and keeps management apprised of any updates.

Serves as point of contact for local, state, and federal law enforcement agencies regarding lost or stolen Patrol weapons.

May be assigned supervisory responsibilities of other Property Inventory Controllers.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of inventory methods and procedures.

Knowledge of bookkeeping principles and practices.

Knowledge of modern office practices and procedures.

Knowledge of the uses and applications of automated data processing systems.

Knowledge of business English, spelling and arithmetic.

Knowledge of the principles and practices of effective supervision.

Ability to learn

Ability to operate basic office equipment.

Ability to read English effectively.

Ability to organize and plan work effectively.

Ability to understand and follow written and oral instructions.

Ability to work independently.

Ability to make decisions in accordance with laws, policies and regulations and apply these to work problems.

Ability to exercise judgment and discretion.

Ability to manage, delegate, and evaluate the work of others.

Ability to operate a calculator with a high degree of accuracy.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a four-year degree in Accounting, Public Administration, Business Administration or closely related field.

OR

Possession of a high school diploma or equivalent and possess four years of clerical experience in fiscal or budgetary controls, procurement, accounting or bookkeeping.

**NECESSARY SPECIAL REQUIREMENTS:** Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.