

**Job Title:** Fixed Asset Specialist I**Wage/Hour Status:** Hourly**Reports to:** Central Receiving Coordinator**Pay Grade:** 403**Dept. /School:** Warehouse Services**Date Revised:** March 26, 2021

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**Primary Purpose**

Record and track district-controlled property.

**Qualifications****Education/Certification**

High School Diploma/GED

Valid Driver's License

**Special Knowledge/Skills**

- Ability to operate personal computer
- Ability to work independently

**Experience**

Two (2) years' experience with shipping and handling of inventory or materials

Two (2) years' experience working in a large school district

**Major Responsibilities and Duties**

1. Track theft-sensitive items and tangible property valued at \$500.00 and above in accordance with state statutes, policies, and regulations.
2. Assist campuses with inventory processes to include identifying, tagging and inventorying assets.
3. Provide information and assist site designee to make changes to records where necessary.
4. Keep property records current by reviewing reports of new purchases and adjusting property transfers, and lost, stolen, or deleted items.
5. Provide support for checking serial numbers, location, and other information as needed.
6. Provide guidance and information to schools and departments regarding proper fixed asset procedures.
7. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements****Mental Demands/Physical Demands/Environmental Factors**

Work with frequent interruptions; maintain emotional control under stress; occasional prolonged and irregular hours; repetitive hand motions; and some lifting of equipment.

**Terms of Employment**

238 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.