

# JOB DESCRIPTION

**Job Title** Fixed Asset Specialist I  
**Reports to** Fixed Assets Specialist II  
**Dept/School** School Resources

**Job Title Code** 594300  
**Wage/Hour Status** Non-Exempt  
**Pay Grade** 404  
**Date Revised** August 15, 2025

## Primary Purpose

Record and track district-controlled property.

## 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

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: \_\_\_\_\_

Amended 08/15/25



EL PASO  
INDEPENDENT  
SCHOOL DISTRICT

## JOB DESCRIPTION

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

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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

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

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.