

Job Title:	Fixed Asset Specialist II	Wage/Hour Status:	Hourly
Reports to:	Central Receiving Coordinator	Pay Grade:	406
Dept./School:	Warehouse Services	Date Revised:	April 14, 2021

Primary Purpose

Maintain inventory control and perform required tagging and record keeping. Perform field and technical tasks for school district owned property. Ensure reconciliation of official district property data through a computerized information system.

Qualifications**Education/Certification**

High School Diploma/GED; supplemented by six (6) years previous experience demonstrating ability to maintain detailed and accurate records, preferably in an inventory tracking environment with familiarity in automated inventory tracking systems; or an equivalent combination of education, training, and experience.

Special Knowledge/Skills

- Ability to communicate effectively
- Ability to operate personal computer
- Knowledge of inventory procedures and control processes
- General knowledge of fixed asset processing
- Ability to maintain complete and accurate records and to develop meaningful reports from those records
- Ability to establish and maintain effective working relationships as necessitated by work assignments

Experience

Six (6) years working with inventory procedures, controls, and processes

Major Responsibilities and Duties

1. Establish records and identification and tracking tags for newly acquired property and equipment.
2. Assign property numbers, affix tags to accountable equipment, and records age, condition, and value of such property.
3. Inventory and tag property for central receiving in accordance with established regulations, policies, and procedures.
4. Conduct on-site audits of property and assets for the purpose of reconciling data with property accounting systems.
5. Assist with public auctions of surplus, obsolete, and scrap property by performing inventories of such as required.
6. Record the transportation of excess equipment to designated central location for sale or disposal.
7. Maintain a computer database of property control, property accountability, and inventory received.
8. Provide guidance and information to schools and departments regarding proper fixed asset procedures.
9. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

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

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions; and prolonged use of computer. 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: _____

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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