Position Title: PROPERTY CLERK I

Recruitment #: #1991

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R07

Salary: $2,826 - $4,454 per month | Non-Exempt

Department: Facilities Operations Support Services (FOSS)

Available: Immediately

Special Conditions: Final candidate will be required to successfully complete Background/Fingerprint, DMV clearance, and Pre-Employment Physical. Valid Forklift Certification (attach to application) Valid CA Driver’s License (must have, or be able to obtain by date of hire)

Sensitive Position: Yes

Posted: February 19, 2016

Closing Date: March 4, 2016

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:
- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Under the supervision of the Campus Support Services Manager the Property Clerk I will be responsible for maintaining the property/fixed assets control system for the University. This system encompasses recording of property that is acquired, disposed of through sales or surplus, and recorded within the PeopleSoft Asset Management System. Property Clerk I must schedule and carry-out campus wide inventory in accordance with the CSU and GAAP standards. This position will be responsible for security and handling of all surplus equipment turned in by campus departments, e-waste disposition and record keeping. Additionally, this position will assist, provide support in Shipping/Receiving, Mailroom as needed, and also supervise student assistants.

DUTIES:
- Manage the operation of PeopleSoft Asset Management and internal inventory system and maintain the Property accounts and records of locations. Record and tag all new capitalized and non-capitalized Property acquisitions in a timely manner with a bar-coded identification number, and release to authorized individuals or departments.
• Assist with property control reconciliation and reports.
• Train property custodians on their responsibilities/liabilities for equipment, and on property transfer and disposition processes.
• Coordinate physical inventory inspection, and count all nonexpendable property on a scheduled basis using bar code scanner or other method of capturing asset data.
• Assist in reutilization of surplus property including recommending proper disposition of property requiring salvage, sale, auction, donation to public schools, charitable organizational or disposal to the Property Survey Board.
• Maintain security of transferred property until disposition.
• Manage maintenance agreements associated with disposed property.
• E-Waste disposition and record keeping.
• Ensure proper retirement of property in PeopleSoft system and Process Survey Board documents.
• Maintain records of assets loaned to employees, and assist in the clearance of employee separating employment with the university in relation to property checked out.
• Assist with daily receiving of incoming deliveries, bulk shipment, utilizing a variety of materials handling equipment (e.g. van, hand trucks, power forklifts, dollies, carts etc…)
• Assist Mail Clerk with retrieval of mail from USPS, sort and distribute mail to the campus community.
• Enter receipt data into PeopleSoft financial, use bar code scanner, and package tracking systems for deliveries.
• Check and compare goods with purchase orders.
• Perform other duties and special projects as assigned.
• Supervise and train student assistants

Physical Demands & Work Environment:
• 50% or more of the activities involve walking, standing, squatting, kneeling or climbing; lifting heavy weight objects which may exceed 50 pounds
• Exposure to excessive noise
• Around moving machinery
• Exposure to marked changes in temperature and/or humidity
• Drives motorized equipment
• Must be able to move or lift 75 pounds
• Must be able to operate forklift and delivery vehicles to travel across campus to offices
• Extended periods of pulling, pushing, standing, stooping, bending. Working with computer keyboard to enter and retrieve information and data.

REQUIRED QUALIFICATIONS: Requirements of this position include completion of high school or equivalent. Two years’ experience inventorying and maintaining control records for a wide variety of property and equipment or expendable storekeeping items. Prospective applicants who have not had the experience listed may be considered eligible based on other evidence of meeting the above minimum qualifications.

Required skills, knowledge, abilities:
• Knowledge of the methods and practices used in inspecting, maintain, issuing, taking and recording inventory.
• Ability to read and write at a level appropriate to the duties of the position, while providing clear written and verbal communication.
• Ability to interact with multiple levels of management, provide customer service and establish positive working relations with student, faculty, and staff.
• Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
• Ability to interpret, communicate and apply policies and procedures.
• Ability to apply safe methods of moving heavy supplies, boxes and equipment.
• Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
• Ability to follow oral, written directions and to perform arithmetic computations.
• Ability to effectively communicate information in a clear and understandable manner, both verbally and in writing
• Ability to keep inventory control records and make reports.
• Demonstrated ability to maintain a high degree of confidentiality.
• Must be willing to travel and attend training programs off-site for occasional professional development.
• Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
• Able to operate electric cart, dollies, pallet jacks and forklift
- General knowledge of property accounting and disposal
- Ability to match name and numbers quickly and accurately
- Beginning/Intermediate skills for operating Microsoft Office

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.