**CSUB JOB ANNOUNCEMENT**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>PROPERTY CLERK II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2202</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>R07</td>
</tr>
<tr>
<td>Salary:</td>
<td>$3,212 - $5,317 per month</td>
</tr>
<tr>
<td>Department:</td>
<td>Campus Support Services</td>
</tr>
<tr>
<td>Available:</td>
<td>Immediately</td>
</tr>
<tr>
<td>Special Conditions:</td>
<td>Final candidate will be required to successfully complete a Background/ Fingerprint, DMV clearance, and Pre-Employment Physical. Valid Forklift Certification - (must have, or be able to obtain by date of hire) Valid CA Driver’s License (must have, or be able to obtain by date of hire)</td>
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<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
</tr>
<tr>
<td>Posted:</td>
<td>October 16, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>October 30, 2017</td>
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</tbody>
</table>

**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](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 II coordinates Asset Management/Property/ Shipping/Receiving Operations to fulfill the mission of the CSUB and maintain 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 record within the PeopleSoft Asset Management System. Property Clerk II 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 and lead Shipping/Receiving, assist Mailroom as needed, and supervise student assistants.

**DUTIES:**

- Provide support and lead Shipping/Receiving, assist Mailroom as needed, and supervise student assistants.
- Work collaboratively with General Accounting on Asset management issues as identified

*California State University, Bakersfield* is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
• Work closely with Purchasing on PO’s for opening and closing, discrepancies, overages, lost or broken items
• Work on PeopleSoft Asset Management software upgrades, patches conversion projects as needed.
• 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, Public Surplus site, 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, 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.
• Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.
• Supervise and train student assistants
• Organize Property Survey Board meetings for utilization of transfer, and disposition of State owned property.

REQUIRED QUALIFICATIONS: Requirements of this position include completion of high school or equivalent. Three 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.

• Able to operate electric cart, dollies, pallet jacks and forklift
• Thorough 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.
• Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS:
• Thorough knowledge of property accounting, disposal, and departmental budget preparation
• Ability to match name and numbers quickly and accurately
• Intermediate skills for operating Microsoft Office/Excel/PeopleSoft

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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/EmplRecruit/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.