

**Jordan School District
CLASSIFIED JOB DESCRIPTION**

Job Title: Clerk Fixed Assets (T31)	Job Family: 10
Department: Purchasing	Lane Placement: 4
Supervisor's Title: Director of Purchasing	Contract: 242 Days
FLSA Classification: <u>Non-exempt</u>	Hours per day: 8 Hours/Day
Department Approval: <u>[Signature]</u>	Date: <u>6/6/13</u>
ADA Review: <u>Jinelle Masten</u>	Date: <u>6-24-13</u>
Human Resources Approval: <u>[Signature]</u>	Date: <u>6-12-13</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>6/24/13</u>
Original date: <u>07/13</u> Revised: _____	Revised: _____ Revised: _____

GENERAL FUNCTION

Under the supervision of the Director of Purchasing, the **Clerk Fixed Assets** assists with the District-wide fixed asset inventory program. Assists in the design and implementation of fixed asset inventory control procedures, may assist in training District personnel in the proper use of fixed asset inventory procedures.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Assist with the District fixed asset inventory program.
- Assist in training assistants and answer questions relevant to the inventory program.
- Assist in monitoring all transactions for all new equipment purchased and all transfers, deletions and retirements.
- Assist with the distribution and disposal of surplus property. This involves:
 - Maintaining an accurate list of property.
 - Monitoring the movement and storage of the property working with maintenance and warehouse personnel.
 - Placing and preparing all excess surplus property for transfer, auction or disposal.
- Search for problems arising from fixed asset accounting and recording process.
- Respond to questions regarding fixed assets from District Office and schools.
- Assist with auditing of fixed asset reports coming from departments and schools and check source documents for accuracy.
- Assist in setting up the fixed asset program at new schools (e.g. tagging all fixed assets, planning room and location numbers, creating a list of all equipment purchased).
- Provide requisite reports and records to management as needed.
- Some travel within the District is required.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires one year of education or training in business, office skills or related field PLUS one (1) year experience in an office environment, preferably in a school or district setting, with demonstrated competency in computer/software use, typing, customer service or any equivalent combination of education and experience.
- Must demonstrate competence in reading, writing and math. Requires skill in both oral and written communication.
- Requires a working knowledge of District fixed assets, fixed asset accounting procedures and District surplus property policies and procedures.
- Must be skilled in interpersonal relations (e.g. supervising, coordinating, monitoring). Interacts with District and school personnel, contractors and vendors.
- Requires successful data entry ability.
- Requires strong computer technology skills, including Microsoft Office products. District computer system experience highly preferred.
- Requires effective problem solving, organizational, multi-tasking, and time management skills. Requires attention to detail and accuracy of work.
- Must demonstrate competence in reading, writing and basic math.
- Requires excellent communication and interpersonal skills.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment and machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is frequently required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.