

# Classification and Qualification



# STANDARDS

The California State University System

## Property Clerk I

*Class Code 1550*

*Date Established 12-17-54*

*Date Revised 1-1-78*

*Occupation Index Reference H-8*

### **DEFINITION:**

Under general supervision, has responsibility for property control on one of the smaller California State University or College campuses (with less than 5,000 FTE).

### **Distinguishing Characteristics:**

Property Clerks I are responsible for the operation of a complete property control system. This class is normally used on campuses having an approximate minimum of 2,000 property items and an annual total of approximately 300 property acquisitions, transfers and surveys. Incumbents may work independently or supervise a small clerical staff, depending upon the size and complexity of the property accounting function. The larger and more complex property control units are normally assigned to Property Clerks II.

### **Examples of Typical Activities:**

The incumbents of positions in this class establish and maintain, or may supervise the maintenance of property accounts and records of location of property; responsible for recording the receipt of new property and for the proper marking of property; release property to authorized units and individuals; inform employees receiving property of their responsibility and liability for it; issue directives concerning the care and movement of property; receive requests for and recommend transfers of property; make or supervise the making of periodic inventories and inspections of property; investigate discrepancies in inventories and reconcile property records; prepare annual statement of property inventory showing the cost of property by classification; determine the condition and recommend proper disposition of property requiring repair, salvage, or disposal; may conduct sales of property being disposed of; may maintain control records for keys; prepare data to justify replacement or additional equipment in the equipment budget; develop improvements in property accounting procedures in accordance with departmental directives and the California State University and Colleges system of property accounting; may instruct others in the methods of property accounting; keep records, dictate correspondence, and prepare reports.

## **MINIMUM QUALIFICATIONS:**

### **Knowledges and Abilities:**

General knowledge of the methods and practices used in inspecting, maintaining, issuing, taking and recording inventory; working knowledge of property accounting and disposal as well as of information needed for departmental budget preparation.

Ability to inspect and recommend proper maintenance of property; ability to reconcile inventories with control accounts; ability to supervise the work of others; ability to keep inventory control records and make reports; ability to read and write at a level appropriate to the duties of the position; ability to make arithmetic computations.

and

### **Experience:**

Two years of 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

**Work Week Group:** 1  
**Premium O/T:** Yes  
**Shift Differential:** No  
**Employee Category:** Non-Academic