

# Classification and Qualification



# STANDARDS

The California State University System

## Property Clerk II

*Class Code 1549*

*Date Established 7-14-45*

*Date Revised 1-1-78*

*Occupation Index Reference H-8*

### **DEFINITION:**

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

### **Distinguishing Characteristics:**

Property Clerks II are responsible for the operation of a complex property control system with centralized or moderately dispersed property. This class is normally used in departments or campuses having an approximate minimum of 10,000 property items and an annual total of approximately 1,500 property acquisitions, transfers, and surveys. Incumbents may work independently, depending upon the size and complexity of the property accounting function, but usually supervise a small clerical staff and stock clerks who may also act as a daytime moving crew, relocating equipment as required.

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

Incumbents of positions in this class establish and supervise the maintenance of property accounts and records of location of property; are 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 statements 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 State system of property accounting; instruct others in the methods of property accounting; keep records, dictate correspondence, and prepare reports.

May also be required to register and keep records on all motor vehicles, boats, trailers, and other equipment requiring licenses.

## **MINIMUM QUALIFICATIONS:**

### **Knowledges and Abilities:**

Thorough knowledge of the methods and practices used in inspecting, maintaining, issuing, taking and recording inventory; general knowledge of property accounting and disposal and departmental budget preparation.

Ability to inventory widely scattered and diverse property; ability to reconcile inventories with control accounts; ability to inspect and recommend proper maintenance of property; 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:**

Three 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