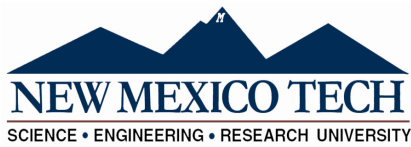


**Posted:** October 6, 2025



## POSITION ANNOUNCEMENT

**TITLE: PROPERTY SPECIALIST I**

**DEPT: PROPERTY**

**REG** ☒

**TEMP** ☐

**FULL TIME** ☒

**PART TIME** ☐

**STARTING RATE or SALARY RANGE** \$15.00 - \$18.50

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH: 10/15/2025\***

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

Make daily visits to shipping & receiving to check incoming packages that may need to be received into Banner and/or tagged with a property control number. Assist with annual physical inventories as assigned by the Property Control Manager. Provide assistance to other Property Control Staff as needed. Provide administrative assistance to the Property Control Manager. Create and maintain vehicle files and correspond with the NM Motor Vehicle Department in Santa Fe for the processing of vehicle titles, registrations, and license plates. Apply NM Tech placards to new vehicles and insure that they comply with NM Tech procedures.

### JOBS FUNCTIONS:

Tagging applicable items. Perform receipt process in Banner. Notify Property Control Manager (PCM) of any discrepancies and submit journal vouchers for all necessary corrections and adjustments. This includes a daily visit to the NM Tech Warehouse to check incoming packages.

Perform annual inventories as assigned by PCM. Enter changes into Banner fixed assets for each assigned organizational inventory.

Provide assistance and support to property office staff and PCM as requested. Update Banner records for surplus items sent to auction for sale, approved for disposition due to loss, etc. Ensure that all property office documentation is scanned to the H: drive and filed.

When necessary update existing Banner database when permission for disposition has been received from sponsor. Maintain established filing system for all vehicles, both those still in use and those disposed of.

Prepare forms and correspondence with NM MVD for titles, reg. and plates.

### REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Strong oral and written communication skills. Ability to work under time constraints and meet deadlines. Demonstrated computer experience including spreadsheet, word processing and database applications. This includes MS Word, Excel and Adobe.

## DESIRED QUALIFICATIONS:

Formal diploma/certificate/degree program of 6-18 months after high school, Business, Accounting or years of experience. Knowledge of state and federal acquisition / disposition regulations. One year of government property control experience.

## LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	S

## PHYSICAL DEMANDS:

Standing 10%	Sitting 60%	Walking 10%	Pulling 5%
Pushing 5%	Lifting 10%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)