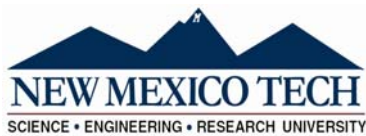


**Posted:** October 12, 2020



## POSITION ANNOUNCEMENT

**TITLE:** PROPERTY ADMINISTRATIVE SPECIALIST I (2)    **DEPT:** BUSINESS OFFICE/PROPERTY

**REG**       **TEMP**       **FULL TIME**       **PART TIME**

**STARTING RATE or SALARY RANGE:** \$10.25- \$11.00

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: Concurrent\*** 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 DUTIES:**

Primary Duties:

Perform annual inventories, as assigned by Property Control Manager (PCM), utilizing scanning technology and reconcile scanner database to Banner fixed assets for each assigned inventory. Daily responsibility for receiving shipments through central receiving. Verify accuracy and condition of contents received, applying all tagging to applicable items. Responsible for updating the property database as new information becomes available. Maintain established filing system for all vehicles. Prepare forms and correspondence with MVD for processing vehicles. Provide administrative assistance including but not limited to preparing correspondence, maintaining files, and ordering office and yard supplies.

Secondary Duties:

Assist Property Administrative Specialist II (PAS2) with central receiving duties which include the verification of accuracy and condition of contents received at Shipping and Receiving, applying all tagging to applicable items. Perform receipt process in Banner. Notify PCM of any discrepancies and submit journal vouchers (JV) for all necessary corrections and adjustments.

Provide assistance and support to other Property office staff and/or PCM as requested.

Assist PCM to maintain established filing system for all restricted fund awards. Provide property reports for each award as requested. Update as necessary the existing Banner database for updated title information once the disposition has been received from the Sponsor.

Assist Property Yard Lead in creating shipping manifests for property that will be picked up by the auctioneer for sale. Assemble a final auction report with sale information for all PCN property. Submit JV to PCM for the appropriate distribution of auction proceeds.

### **REQUIRED QUALIFICATIONS:**

Read and comprehend instructions, write information and complete simple forms. Candidate must have strong oral and written communication skills. Must be able to work under time constraints and meet deadlines. Demonstrated computer experience including spreadsheet, word processing and database applications using word, excel, Adobe and/or access software. Candidate must be able to deal tactfully and effectively with staff, faculty, auditors, outside agencies, etc. in a courteous and professional manner.

### **DESIRED QUALIFICATIONS:**

Associates degree in accounting or business, or related field. One year government property control experience. Knowledge of state and federal acquisition/disposal regulations. Demonstrated knowledge and practical use of accounting in addition to the successful completion of 6 credits of principle accounting courses or equivalent years of experience. Banner Software experience. Knowledge of NMT chart of accounts and procurement procedures. Forklift Operation Certificate. NPMA Certification and/or post high school professional coursework.