

**Job Title:** CLERK, FIXED ASSETS  
**Reports to:** Director of Purchasing  
**Dept./School:** District Warehouse  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** July 22, 2019

### **Primary Purpose**

The purpose of the Fixed Assets Department is to maintain a property control system; ensuring the adequate control and accountability of all fixed assets as required by district policies and procedures.

## **QUALIFICATIONS**

### **Education/Certification**

High school diploma or GED

### **Special Knowledge/Skills**

Proficient in typing/word processing (minimum 35 WPM) and file maintenance skills

Knowledge of procedures for maintaining inventory

Ability to work with numbers in an accurate and rapid manner

Ability to analyze and organize a complex filing system of fixed asset-related documentation

Ability to use calculator

Ability to use personal computer and software to develop spreadsheets and databases

Effective communication and interpersonal skills

### **Experience**

Three years clerical and data entry experience

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Inventory**

1. Under the auspices of the Director of Purchasing, maintains the fixed assets and minor furniture equipment inventory including additions, deletions, retirements, sold items, items sent for repairs and unaccounted for items.
2. Coordinates the annual physical inventory conducted at each location throughout the district.
3. Assists district personnel in their accounting of their fixed assets by means of annual inventories.
4. Monitors all fixed and capital assets purchased using Federal funds; this includes bar coding all furniture, audio-visual equipment, etc.
5. Maintains physical and computerized files for the department.
6. Assigns bar codes to fixed assets at the District Warehouse, campus and/or other district sites, as applicable.
7. Conducts periodic audits to verify accuracy of inventories.
8. Participates with other Fixed Asset Clerks to initiate all needed reforms to current procedure.

- 9. Working with the Director of Purchasing, detects and resolves problems pertaining to accountability of fixed assets and minor furniture within all district locations.
- 10. Produces all year-to-date reports and supporting documentation for furniture and equipment for fiscal year annual audit.

**Technology Equipment**

- 11. Informs Technology Department of technology equipment that has been received, bar coded and is ready for distribution.
- 12. Coordinates with Technology Department for distribution of technology equipment as needed by campuses/ departments.

**Surplus Sales**

- 13. Assists with surplus sales; i.e. providing required documentation, preparing assets for viewing, etc.

**Other**

- 14. Prepares correspondence and reports using personal computer.
- 15. Confers with other Fixed Asset Clerks to update fixed assets manual as needed.
- 16. Keeps informed of and complies with district policies and regulations concerning primary job functions.
- 17. Maintains confidentiality of information.
- 18. Performs all duties assigned by supervisor.

**Supervisory Responsibilities:**

None

**EQUIPMENT USED**

Personal computer, printer, calculator, fax machine, and copier.

**WORKING CONDITIONS**

**Mental Demands/ Physical Demands/Environmental Factors**

Maintain emotional control under stress.  
Occasional district and statewide travel.  
Occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_