

# Property Officer

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The Comptroller of the Treasury is currently hiring for a Full-Time, Executive Service Property Officer, which starts at \$2,536 per month. This position is with the Office of Management Services (OMS) and is responsible for the Comptroller of the Treasury's Asset Management Process, including, but not limited to, the Asset Management System. This position also performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the competency, knowledge, skill, and/or ability required with or without reasonable accommodation.

## **Education and Experience**

Graduation from an accredited college or university with an Associate's degree and possess three years of relevant experience in accounting, asset management, or other related field. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

## **MAJOR RESPONSIBILITIES:**

- Maintains an accurate asset inventory system by updating assets daily, such as, location changes, serial numbers, custodians, and model numbers, and serves as the asset inventory system administrator.
- Monitors the movement of property to ensure property and equipment can be properly located and is secured.
- Develops plans and schedules for the bi-annual inventory effort in compliance with Policy 32.
- Assists in developing and maintaining procedures for the asset inventory system and department-wide inventory efforts.
- Develops and conducts asset training sessions for division property officers.
- Coordinates with supervisor, peers and internal and external business partners to facilitate efficient workload dissemination and completion.
- Documents discrepancies with state tagged equipment and follows procedures to correct all discrepancies timely.
- Ensures compliance with departmental and state guidelines in the property and equipment disposal process.
- Processes reported stolen or lost assets in accordance with established procedures.
- Responsible for the secure asset storage area and tracking assets coming and leaving the room.
- Maintains up to date knowledge on asset inventory software and policy changes. Stays up to date on best practices in property inventory.
- Conducts appropriate quality assurance processes to ensure accountability.
- Seizes process improvement opportunities to streamline workflows and improve accuracy.
- Maintains and continually improves individual contribution to a service-oriented culture that supports customers and leadership.
- Communicates clearly and frequently with leadership, team members and customers.
- Utilizes a high degree of tact and diplomacy in all interactions.
- Continually assesses and communicates risk. Takes action as assigned to document, control and mitigate identified risks.
- Uses a variety of reporting methods to ensure compliance with relevant laws, rules, regulations, standards, best practices and policy.
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

A successful employee in this role possesses the knowledge, skills, abilities and competencies to:

- Effectively and efficiently learn and make use of the state's enterprise resource planning system.
- Effectively and efficiently use Microsoft Office, especially Microsoft Excel.

- Appropriately set priorities and maintain flexibility in changing workload and priorities.
- Interpersonal relationship skills.
- May be required to walk, stoop, lift, and carry supplies/assets to destination.

**This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by incumbents within this role. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties or responsibilities associated with the position. Employees may be assigned job related tasks other than those specifically presented in this description.**

**Please submit resume with unofficial college transcript(s) and contact information for three (3) references to [HR.Comptroller@cot.tn.gov](mailto:HR.Comptroller@cot.tn.gov) through end of business on Monday, January 4, 2016.**

The Comptroller of the Treasury is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected class. As required by law, we must record certain information. Applicants are invited to participate in the Affirmative Action Program by reporting their status as minority, disabled veteran or other veteran status, or other disabled. In extending this invitation you are advised that: 1) you are under no obligation to respond, but may do so in the future if you choose; 2) responses will remain confidential within the Human Resources Department; and 3) responses will be used only for the necessary reporting.

To comply with legal record keeping requirements regarding Affirmative Action, we ask that you complete the information requested in the link below. Please be advised that your completion of this form is NOT part of your official application for employment. It is considered confidential information that will not be used in any hiring decision. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. If you choose to participate by completing this form, we thank you for your cooperation.

To complete this form, please go to: <http://www.comptroller.tn.gov/oms/careeropp.asp> and click Voluntary Affirmative Action Form.