

# Classification and Qualification STANDARDS

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## Property Clerk Series

Class Title	Class Code	Date Revised	FLSA
Property Clerk I	1550	01-01-1978	Non-Exempt
Property Clerk II	1549	01-01-1978	Non-Exempt

Classification Standard Reformatted: 06-01-2013

### OVERVIEW:

Under general supervision, Property Clerks are responsible for property control on a CSU campus.

**Property Clerk I** – This classification is normally used on campuses having an approximate minimum of 2,000 property items, and an annual total of approximately 300 property acquisitions, transfers, and surveys. Incumbents may work independently or lead a small clerical staff, depending upon the size and complexity of the property accounting function.

**Property Clerk II** – This classification 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 lead a small clerical staff and stock clerks who may also act as a daytime moving crew, relocating equipment as needed.

### PROPERTY CLERK I

The Property Clerk I is responsible for the operation of a complete property control system on one of the smaller CSU campuses (with less than 5,000 FTE).

### MINIMUM QUALIFICATIONS:

#### **Knowledge and Abilities:**

General knowledge of the methods and practices used in inspecting, maintaining, issuing, taking and recording inventory. Working knowledge of property accounting and disposal as well as of information needed for departmental budget preparation.

Ability to inspect and recommend proper maintenance of property; reconcile inventories with control accounts; supervise the work of others; keep inventory control records and make reports; read and write at a level appropriate to the duties of the position; and make mathematical calculations.

#### **Experience:**

Two 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 of the position.

### PROPERTY CLERK II

The Property Clerk II is responsible for property control on one of the larger CSU campus with more than 5,000 FTE. Incumbents in this classification are assigned the larger and more complex property control units. Incumbents may also be required to register and keep records on all motor vehicles, boats, trailers, and other equipment requiring licenses.

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## **MINIMUM QUALIFICATIONS:**

### ***Knowledge and Abilities:***

Thorough knowledge of the methods and practices used to 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; reconcile inventories with control accounts; inspect and recommend proper maintenance of property; lead the work of others; keep inventory control records and make reports; read and write at a level appropriate to the duties of the position; and make mathematical calculations.

### ***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 of the position.