

Job Title	Property Records Officer
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Property Records Officer, under direction, manages and oversees maintenance of the fixed asset records and space inventory records.

Essential Duties and Responsibilities

- Maintains and updates fixed asset records for State required inventorial assets. Prepares and submits required reports.
- Conducts and oversees completion of annual physical inventories by set deadlines.
- Reconciles physical inventories reported to records.
- Develops and maintains department procedures related to fixed assets and space inventory.
- Maintains and updates space inventory records.
- Assists other departments to ensure required data is entered in the management systems.
- Provides training to department staff on fixed asset and space inventory procedures.
- Assists in the coordination, preparation, and booking of surplus equipment auctions.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – Three years of related experience.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of Financial Management System, State Property Accounting (SPA) system, and State Fleet Reporting System (TxFS)

Ability to – Ability to multitask and work cooperatively with others. Effective verbal and written communication skills. Ability to prioritize, review, interpret, and apply Federal and State policies and procedures to department property controls.

Licensing / Professional Certification – Valid driver's license.

Physical Requirements- Ability to exert moderate force.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally supervises employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	