

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-155 **Issue Date:** 07-26-16 **Closing Date:** 08-08-16

Property Specialist
Property & Acquisition
Department of Finance
Hourly Wage: \$15.29/Regular/Full-Time

This position oversees and administers a government-wide property management system implemented to track and maintain accountability of tribal non-capital property. Utilize technical knowledge relative to purchasing compliances and property management controls. Conduct physical inventories at least every two-years of tribal non-capital property including preparing all documentation for each property file and maintaining an efficient filing system. Prepares, processes, and maintains non-capital property data by properly identifying, tagging, and recording.

Knowledge, Skills and Abilities:

- Knowledge and proficiency in company asset management software.
- Knowledge of the Generally Accepted Accountability practices.
- Knowledge of grants and contracts policies and procedures.
- Knowledge of basic methods and techniques of governmental accounting.
- Knowledge of and ability to demonstrate customer service and the ability to maintain an effective working relationship and to deal professionally, tactfully and diplomatically with the public, peers, and colleagues.
- Knowledge to effectively use organizational and planning skills with attention to detail and follow through.
- Ability to demonstrate organization and communication skills including oral, written and interpersonal skills.
- Ability to comprehend and follow written and verbal instruction.
- Ability to demonstrate problem solving and analytical skills, coupled with demonstrated ability to work to tight and conflicting deadlines.
- Ability to understand all phases of property & acquisition policies and procedures.
- Ability to maintain excellent time and attendance.
- Ability to demonstrate initiative and maintain a positive attitude.
- Ability to utilize a computer and assorted software such as Word, Excel, And JD Edwards.
- Ability to work independently and productively.
- Ability to coordinate and maintain non-capital asset tracking databases.
- Ability to implement processes in relation to non-capital assets safeguarding.
- Ability to maintain confidentiality of work related information and materials.

General Recruiting Indicators:

- Minimum of a high school diploma or equivalent and three years inventory control or assets management work experience and applicable practices; and proven ability to work independently and prioritize work assignments. OR
- An equivalent combination of training and experience or education which would demonstrate the ability to perform the work.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver's License with ability to obtain a Yakama Nation Tribal Driver's Permit.
- Must be able to meet the physical requirements of the position. Job duties require physical endurance such as lifting heavy objects, standing for long periods of time, walking, and climbing.
- Must be able to work in all weather conditions.
- Experience in business administration.
- Business dress attire is required, however casual dress attire is permitted for scheduled physical inventory and /or other site visits.