



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 362.1

Job Title: **FIXED ASSET CLERK**

Pay Grade: 10

GENERAL SUMMARY:

Provides clerical support in acquiring, tracking, controlling and disposing of the City's fixed assets in a manner that safeguards and allows for sound management of the public's asset investment. Assists in administering the City's inventory system by receiving and issuing property items, assigning property numbers, maintaining associated property records in the City's fixed asset management system, participating in scheduled inventories and disposing of obsolete items.

RESPONSIBILITIES:

- Adheres to guidelines for acquisition, maintenance, retention and disposition of fixed assets and associated records.
- Adds controlled and capitalized assets to the fixed asset database. Enters straightforward information (i.e., asset number, class code, acquisition date, simple description and historical cost). May enter additional information as required.
- Affixes inventory tags to designated assets and equipment. Replaces damaged asset tags.
- Maintains perpetual inventory records by gathering inventory data, completing required forms/logs and entering, deleting and correcting inventory. May maintain pending fixed asset files.
- Enters asset repair cost and utilization information to assist in replacement planning decisions.
- Performs field inventory by physically locating, identifying and counting assets. Enters manual counts and uploads bar code data from inventory results into the fixed asset management system.
- Builds exception file and prints report. Locates missing inventory, performs location transfers and reconciles exceptions. Prints inventory summary and status report. May assist in scheduled closing procedures.
- Arranges and completes physical transfer/disposal of surplus/obsolete items. Performs disposal transactions to remove assets from service. Records proceeds from sale/retirement of assets to allow calculation of gains/losses.
- Assists with handling surplus and storage areas of inventory section. Resolves minor inventory location/usage discrepancies. May prepare and submit reports regarding alleged theft, misuse of property or minor problems in property management.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED.

EXPERIENCE:

One year of inventory control, materials management, record keeping or clerical experience is required.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above description.

JOB FAMILY:

Fixed Asset Clerk
Fixed Asset Specialist
Senior Fixed Asset Specialist
Fixed Asset Supervisor
Fixed Asset Manager

Effective Date: June 2000

Revised Date: January 2002