

Job Description
Missouri State Highway Patrol

Class Title: Property Inventory Controller

Title Code: V00150

Effective Date: 12/01/91

Date Reviewed:

Date Revised: 12/27/04

Immediate Supervisor: Assistant Division Director

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

The Property Inventory Controller is responsible for ensuring that all nonexpendable equipment purchased with state or federal funds is identified and placed into the automated inventory system according to existing laws, regulations, policies and procedures. This employee is also responsible for updating automated inventory files and maintaining permanent records on all Patrol equipment and property. General supervision is provided by the immediate supervisor to ensure conformance with established rules, policies and procedures.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks which may be found in positions of this class.)

Enters new nonexpendable items of equipment purchased into the automated inventory system and makes modifications as necessary.

Maintains and posts manual records on all equipment purchased and disposed of on a fiscal year basis.

Annually audits property assigned to all troops and divisions and prepares reports on the findings.

Verifies vendors through FS03 system for proper invoices on equipment purchases.

Tags property valued at a certain dollar amount with the appropriate color-coded identification tag.

Writes policies and procedures concerning the control of nonexpendable property.

Maintains permanent records on all Patrol equipment and property.

Provides assistance via written communication to affected troops and/or divisions on problem areas.

Prepares various written reports as required.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern office practices, procedures and equipment.

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Knowledge of inventory methods and procedures.

Knowledge of bookkeeping principles and practices.

Knowledge of business English, spelling and arithmetic.

Knowledge of the uses and applications of automated data processing systems.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to organize and plan work effectively.

Ability to understand and follow written and oral instructions.

Ability to communicate effectively in oral and written form.

Ability to work independently.

Ability to establish and maintain harmonious working relations with employees and the public.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to make decisions in accordance with laws, policies and regulations and apply these to work problems.

Ability to exercise judgment and discretion.

Ability to operate a calculator with a high degree of accuracy.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited four-year college or university with specialization in accounting, public or business administration or closely related fields.

OR

Four years of clerical experience in fiscal or budgetary controls, procurement, accounting or bookkeeping and graduation from a standard high school or possess a GED.