Property Control Auditor

Definition of Class
This is a non-supervisory position in which the incumbent assists in maintaining the inventory of University owned equipment and prepares and maintains associated physical inventory records. The incumbent reports to the Supervisor of Property Accountability.

Examples of Work Performed
Conducts audits on all federally and University owned equipment.
Maintains and accounts related inventory records.
Maintains liaison with University departments to provide assistance in property accountability.
Investigates reports of stolen or missing items and prepares necessary documents reflecting findings.
Assists in the preparation and collection of salvage property items for disposal.
Identifies and marks items.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Maintains inventory record.
2. Conducts audits on university owned equipment.
3. Identifies and marks items to be listed in the inventory.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.
Physical Exertion: The incumbent may be required to lift up to approximately 100 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to talk and hear; stand; walk; use hands to finger, handle or feel objects, tools or controls; climb or balance; stoop, kneel, crouch or bend; and reach with hands and arms. The incumbent is occasionally required to sit.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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