COUNTY OF LINCOLN
Job Description Form

Division/Department: Manager

Job Title: Assets and Information Clerk **Reports to:** Finance Director

Level/Grade: 22 $15.43 probation $16.20 after probation	**Type of position:** ✓ Full-time o Part-time o Temporary/Seasonal o Emergency Hire	**Hour 40/Week** ✓ Classified o Unclassified

General Description:
Enters and/or electronically scans a bar code system and updates fixed assets including capital, stewardship and critical assets into a data base or spreadsheet record for the purpose of internal and external reporting; conducts the annual physical inventory of County assets; determines the life of equipment for depreciation purposes and prepares the annual depreciation report. Conducts capital asset audits in compliance with state, federal and GASB standards; monitors and assists finance and purchasing staff with internal controls, internal auditing and assures accurate posting of asset date. Initiates and tracks disposal of surplus and obsolete equipment in accordance with state directives. Creates and maintains a Fleet Management Plan to aid the County Manager and Finance Director in budgeting capital outlay expenditures. Must acquire and retain certification for Public Procurement as a back-up to the Purchasing Agent. Coordinate with staff to maintain the County warehouse in an orderly fashion. Maintains the county website to ensure accuracy in additions, changes and deletions. Delivers information to the county and to the public using a variety of communications channels and mediums. In addition, the employee may be assigned by the County Manager any number of special projects including communicating information to the county and to the public, particularly during incidents and events. The employee must interact with public, officials and employees in a pleasant and helpful manner at all times and maintain a good working rapport with all agencies and representatives involved with County government in any way.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:
- Prior experience in the fields of accounting, bookkeeping, or a related field and may have an Associate's degree in the field of accounting or similar field.
- Proficient communication verbally and in writing; ability to work courteously and pleasantly with the public and co-workers..
- Knowledge of County Government functions and personnel, State Statutes, and County Policies and Procedures.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- Ability to operate various office machines, and must be proficient in use of computer and understand basic programs.

Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:
- Office environment. Normally works 8-5 Monday-Friday. May be required to attend out of town training and seminars.
- Telephone, calculator, AS/400 and personal computer terminal/keyboard, printer, copier, typewriter, and other related office machines.

Comments on Physical Requirements:
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged periods of time; light to moderate lifting (up to 50 pounds); reaching, stooping, crawling, pulling, pushing, and manual dexterity; and operating assigned office equipment.

Approved by: Nita Taylor

Date Posted: October 20, 2015 **Date Hired:** _____

Employee Declaration:
I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____ **Date:** _____

Commission Approval 10/20/15