



Salt Lake County Job Description

Asset Property Coordinator

DEPARTMENT: Sheriff

DIVISION: Sheriff Fiscal-CW/9130

JOB CODE: 109 **GRADE(S):** 14

FLSA STATUS: Non-Exempt

SAFETY SENSITIVE: No

EFFECTIVE DATE: 07/01/1997

JOB SUMMARY

Serves as the asset property manager for the Salt Lake County Sheriff's Office. Establishes and monitors internal protective controls to safeguard all property in the custody of the Sheriff's Office.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in a related field, plus two years related experience; OR an equivalent combination of related education and experience.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Serves as the asset property manager for the Salt Lake County Sheriff's Office.
- Establishes and monitors internal protective controls to safeguard all property in the custody of the Sheriff's Office.
- Tracks all capital and controlled assets of the Sheriff's office, to include tagging and recording all purchases, transfers, and disposal of assets.
- Maintains computerized database records, including the physical location and user information for all Sheriff's Office controlled assets as defined under Salt Lake County Policy.
- Coordinates with the Mayor's Finance Office to ensure all fixed assets acquired by the Sheriff's Office are appropriately tagged and capitalized and accountability is appropriately established.
- Controls all PM-1 (Fixed Asset Acquisition Form), PM-2 (Property Transfer/Disposal/Internal Sale Form, and PM-3 (Fixed Asset Loan Form) activities for the Sheriff's Office.
- Works with the Mayor's Finance to ensure the integrity of all information contained within the Salt Lake County Fixed Asset Inventory by organization and division asset report for the Sheriff's Office.
- Performs necessary research to provide correct fixed asset numbers on all fixed forms customary for the surplus or transfer custody of assets.
- Conducts periodic physical inventories of fixed and controlled assets to ensure complete accountability of all property owned by, or assigned to the Sheriff's Office.

- Ensures all Sheriff's employees assigned fixed or controlled assets for their use fulfill their responsibilities defined in section 2.3 of County Policy 1125 "Safeguarding Property/Assets".
- Sign Affidavit of Facts, title applications and odometer statements.
- Submits title applications, odometer statements and manufactures statement of original to the State of Utah for request of license plates and title for the Salt Lake Sheriff's Office.
- Manages and maintains titles and registration of vehicles, trailers, atv etc.
- Orders computers, equipment and office supplies.
- Maintains listing of all firearms and assists in determining if which firearms should be destroyed.
- Reviews case reports for proper removal and transfer of equipment.
- Oversees the preparation of Salt Lake County vehicles assigned to the Sheriff's office for sale or auction.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Law Enforcement Code of Ethics
- Law enforcement operations and functions
- Office Automation Equipment
- Personal computer hardware, software and applications; proficient in Excel and Word
- Public relations principles and techniques
- Receiving and licensing of County vehicles
- Safety Procedures for handling contaminated materials
- Salt Lake County purchasing policies and procedures
- Salt Lake County policy on the use of county owned vehicles
- Salt Lake County Sheriff's Office command structure
- Salt Lake County Sheriff's Office Policy and Procedures
- Utah Criminal Code Evidence Procedures

Skills and Abilities to:

- Develop complex written and oral reports
- Effectively apply general accounting principles to specific situations
- Effective oral and written communications
- Follow complex written and oral procedures and instructions
- Superior communication skills

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

IMPORTANT INFORMATION REGARDING THIS POSITION

On call duty.
Pass Sheriff's Office background investigation.

Revised Date/Consultant's Initials: 8/1/14 HA