
Auburn University Job Description

Job Title:	Auditor, Property	Level I	Grade 27 \$20,300 - \$33,800
Job Code:	ED11	Level II	Grade 28 \$22,300 - \$37,200
FLSA status:	Non-exempt		

Job Summary

Identifies and tags newly purchased University and Federal equipment and assists in the verification of all University moveable equipment.

Essential Functions

1. Identifies and tags University moveable equipment with proper name and serial number and maintains a complete description of the inventory of all equipment on property control forms.
2. Verifies federal and state owned equipment under contract and grant by assigning control numbers and maintaining accurate records for the University inventory system.
3. Maintains inventory records for all division and department changes and records the transfer of equipment, including but not limited to surplus vehicles.
4. Performs periodic physical verification or inventory of equipment for each department and makes necessary corrections to inventory reports.
5. Compiles data needed to complete monthly, quarterly or annual reports; files inventory records and types forms and reports including cash receipts, ITV's and bursars reports.
6. Serves as liaison between Property Control and the accountable property officers for all departments of the University.
7. May perform clerical and administrative support duties such as data gathering, acting as receptionist, preparing documents, mail distribution, payroll processing, and ordering supplies.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Tasks are varied and may involve specialized procedures or systems.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma or equivalent plus 2 years experience.
II	Tasks are varied and broad and are governed by a variety of policies, procedures, contracts, and laws. Able to resolve a wide range of problems. Work is performed under occasional supervision.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High school diploma or equivalent plus 2 years experience.

Level II High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in tagging and maintaining records on moveable equipment

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Certification or Licensure Requirements:

Valid Driver's License

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/2/2011
