

PCSB: 7103  
Pay Grade: E04

FLSA: Exempt  
PTS

<b>PROPERTY RECORDS ANALYST</b>
<b>REPORTS TO:</b> Director, Auditing and Property Records
<b>SUPERVISES:</b> Support Staff
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university in Business Administration or a related field, plus three (3) years of related experience. In lieu of a bachelor's degree, must have a minimum of five (5) years' experience in maintaining a centralized property records databases and/or conducting physical inventories of assets and/or stock inventories. Demonstrated proficiency in the use of the Microsoft Office Suite.
<b>PREFERRED:</b> Experience in public school finance and inventory compliance. Experience with District ERP system and other district software programs. Experience in a coordinating or supervisory capacity.
<b>MAJOR FUNCTION</b>
Performs professional and supervisory duties which involve responsibility for the development of inventory procedures for tagged equipment and the execution of these procedures by the property records staff to comply with Florida Statutes, Florida Administrative Code and Board Policy and other requirements. Work is performed independently and is reviewed through conferences and results obtained.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Supervises, trains and evaluates staff in conducting annual inventories of all schools and departments and in maintaining a centralized property records database.</li> <li>• Prepares Board agenda items for property records including second year missing and lost and damaged property.</li> <li>• Prepares annual Board report of the results of all schools and departments tagged equipment inventories.</li> <li>• Initiates processes and standards for conducting inventories, as well as schedules and coordinates tagged equipment inventories of all cost centers in the district in compliance with Florida Statutes and Board Policy.</li> <li>• Applies knowledge of Florida Statutes, Florida Administrative Code, and Board Policy to interpret, translate, and report collective inventory data and deficiencies to the Board.</li> <li>• Initiates processes and standards for conducting inventories and reporting inventory results for stock items including those for Maintenance, Vehicle Maintenance, and Warehouse.</li> <li>• Responsible for retiring surplus property disposals from the property records system subsequent to Board approval.</li> <li>• Assists and provides necessary documentation or reports pertaining to inventory records during an Auditor General audit and/or private accounting firm audit.</li> <li>• Responsible for reviewing and approving staff in-county travel to ensure alignment with employee inventory schedules and district policies and procedures.</li> <li>• Responsible for reviewing, approving, writing, and issuing inventory reports with findings to administrators, directors, and department heads, as detailed in District Bylaws and Policies evaluating inventory internal controls, processes, accountability, as well as the maintenance and validity of perpetual inventory records.</li> <li>• Provides instruction at secretary/bookkeeper training classes and other trainings as needed.</li> <li>• Prepares monthly financial reports and reconciliations for Accounting Department; prepares depreciation schedules for Accounting for specific equipment to assist with Annual Financial Reporting.</li> <li>• Annually reviews Charter School Inventory Reports for compliance with data element requirements and reasonableness of amounts reported. Convey results of analysis to the Charter School Office.</li> <li>• Performs other related duties as assigned.</li> </ul>
<b>TERMS OF EMPLOYMENT</b>

## PROPERTY RECORDS ANALYST

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### **HISTORY OF JOB CLASSIFICATION**

ISSUED: 7/86 REW, BOARD APPROVED: 7/23/86; TITLE AND BODY REVISED: 10/89 MW, BOARD APPROVED: 10/11/89; REVISED: 2/97 PBL, BOARD APPROVED: 8/26/97; REVISED: FORMAT, PG, TITLE, RT, MQ, ER 08/04/17 CH, BOARD APPROVED: 10/10/17, REVISED MQs, MF, ERs 11/15/22 LM; BOARD APPROVED: 12/13/22

## PROPERTY RECORDS ANALYST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Property Records Analyst – PTS