



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: PROPERTY ASSISTANT	Grade: 09
Division: ADMINISTRATION	Job Code: 5001
Reports To: Property Manager	FLSA Status: Non-Exempt

SUMMARY OF ESSENTIAL JOB DUTIES:

Under the direct supervision of the Property Manager, is responsible for processing all incoming and outgoing mail. Perform miscellaneous clerical duties as assigned. Sort, open and distribute all incoming mail. Prepare all incoming checks for validation. Affix postage and bundle outgoing mail and place in mail containers. Order and recommend requisitioning of office supplies. Maintain and stock office supplies. Key operator for copy machines, fax machine and letter folder/insert machine. May take mail to and from Post Office. Assist Property Manager with support staff duties as needed. Assist employees with uniform and fleet management questions and other needs as applicable.

JOB DUTIES:

Process all incoming and outgoing mail.

Validation of all incoming revenue received through mail services.

Process all utility and miscellaneous claims for accounts payable for the Property Division.

Prepare and maintain new purchase orders and change orders for Property Division.

Prepare and maintain P-card.

Assist with issuing, ordering and processing clothing and safety uniform purchases.

Process and manage billing accounts such as FedEx, UPS, Xerox, Comdata and OMECorp.

Assist with Comdata cards including processing overrides, canceling and ordering new vehicle cards.

Order and maintain office supplies for headquarters; handle phone calls from Department personnel and suppliers.

Process and maintain the auction mailing list.

Responsible for data entry and reconciling of vehicle reports for all divisions in ODWC vehicle application and composing the DCS Fleet Report.

Purchase Requisitions.

Inquire inventory and export inventory reports.

Other duties as assigned.

Must have the ability to:

- Lift and carry standard office equipment and supplies up to 25 pounds and operate a vehicle.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various office equipment. Should be proficient in Microsoft Word, Excel, PowerPoint, and have an overall understanding of internet based computer applications.
- May be required to occasionally work extended hours and weekends.

Requirements:

Education & Experience: Requires a high school diploma or equivalent. Six months related experience; mail room experience preferred. Requires a valid Oklahoma driver's license.

Knowledge and Skills: Requires skill in operating a personal computer and using other office machines. Prefer experience using MS Office. Must be able to work with others and follow instructions.