

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

**Position Title and Series Code:** Supply Clerk / Asset Management Clerk; PSA-805

**Basic Function of Position:** Incumbent performs data gathering and data input associated with the Embassy's computer based property records keeping system, and is responsible for the inventory and records maintenance of both expendable and nonexpendable property. Employee is primarily responsible for safeguarding and accountability of USG property.

**Major Duties and Responsibilities:**

Using the computer-based Integrated Logistics Management System (ILMS), incumbent creates property records for all non-expendable property at post. Maintains custody records for each residence and office and updates them as items are issued to or removed from each location, entering data into the NEPA program. **(35%)**

Makes physical inventory of furniture, furnishings and equipment in all residences, offices and warehouse in Libreville on an annual and as needed basis. **(20%)**

Performs annual property reconciliation for each agency at post, using NEPA reconciliation program. Prepares documents to reconcile custody records with inventory findings. **(15%)**

Reviews receiving and inspection reports to ensure that the correct Asset Class and Description are inputted and that all assets are placed at the appropriate location in ILMS. **(10%)**

Types reports as required; assists in sales of property and manages the disposal process to remove obsolete, damaged, or missing property from Embassy records;

assists in preparation of reports and correspondence and on special projects as required. **(10%)**

Leads expendable supply staff in performing and reconciling inventory of expendable property, including automotive, maintenance, housekeeping and office supply. **(10%)**