

**DUTY STATEMENT  
DEPARTMENT OF JUSTICE  
DIVISION OF ADMINISTRATIVE SERVICES  
OFFICE OF THE CHIEF  
STATEWIDE OPERATIONAL SERVICES  
ASSET MANAGEMENT UNIT**

**NAME:**

**POSITION NUMBER:** 420-021-5393-028

**JOB TITLE:** (Analyst II)

**WORKING TITLE:** DOJ Property Controller

**STATEMENT OF DUTIES:** Under the direction of the Supervisor I of the Asset Management Unit (AMU) within Statewide Operational Services (SOS), the Analyst II is one of two statewide DOJ Property Controllers and is responsible for varied and complex analytical work related to the Department's asset management operations. Primary responsibilities include leading inventory planning and execution for all DOJ equipment valued at over \$100 million, serving as primary liaison with control agencies on asset management policies and practices, and independently conducting the monthly General Ledger reconciliation and reporting in collaboration with AMU staff. Collaborates with the other Property Controller on system implementation, policy development, and provides backup support as needed. Some travel may be required.

**SUPERVISION RECEIVED:** Under the guidance of the Supervisor II, reports directly to the Supervisor I.

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL DEMANDS:** Sit for extended periods of time while working at a computer, talk on the telephone, reaching and bending to retrieve documents, stand to photocopy or file documents. Ability to lift or move boxes weighing up to 25 pounds. Travel to other DOJ offices statewide may be necessary for training and property inventory.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office or similar hybrid environment. Ability to sit, type, rotate, and work at a computer workstation.

**HYBRID TELEWORK POSITIONS:** This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. May be required to report to the HQ office periodically for operational needs.

**ESSENTIAL FUNCTIONS:**

**35%** Leads the detailed planning, coordination, and execution of physical inventories and reconciliation of all DOJ assets, which are valued at over \$100 million. Develops comprehensive inventory schedules, protocols, and procedures for all divisions and programs statewide. Responsible for the management and oversight of all DOJ equipment utilizing the Department's asset management information systems. Serves as lead subject matter generalist for statewide property liaisons who independently interact with all divisions within DOJ to ensure department assets are properly tracked. Works directly with divisional and program staff to identify assets, confirm physical locations, schedule inventory counts, and reconcile inventory records.

Conducts monthly reconciliation of assets between asset management systems and coordinates with programs to transfer or retire assets within the systems. Analyzes inventory data to identify trends, discrepancies, and makes recommendations to management regarding areas that need improvement. Works independently to research any discrepancies, problems or errors in asset databases and ensures that they are resolved in a timely manner. Provides technical guidance, analysis, and assistance to DOJ property custodians who request the addition, transfer, update and retirement of all DOJ equipment. Develops and implements strategies to improve internal asset management and verification processes. Prepares comprehensive inventory reports and findings for management review. Develops training materials for inventory processes and delivers trainings in person, via teleconference and videoconference, as needed, for DOJ property custodians and staff.

- 25%** Leads the research, analysis, preparation and submission of the Accounting Information System (AIS)-Asset Management System (AMS) Monthly Reconciliation and General Ledger (GL) workbook to the Accounting Office for submittal to the Department of Finance. Each monthly reconciliation report can consist of researching \$100,000 to over \$1 million in equipment expenditures. Independently closes activity periods in AMS, retrieves Purchase Order documents from Accounting, and runs various analytical reports. Reconciles assets in AMS against purchase documents and works with programs to resolve questions regarding equipment purchases. Identifies and researches variances between asset management records and general ledger accounts. Coordinates with Accounting Office staff to resolve discrepancies and ensure accurate financial reporting. Develops and maintains reconciliation procedures and controls to ensure compliance with state accounting standards. Prepares detailed reconciliation documentation and workpapers for management review and approval. Ensures timely submission of monthly reports and maintains historical reconciliation records.
- 20%** Serves as primary DOJ representative to control agencies on asset management matters. Actively participates in interagency meetings, workgroups, and committees addressing property control policies, procedures, and best practices. Monitors and analyzes policy changes, directives, and guidelines issued by control agencies including Department of General Services (DGS) and Department of Finance. Evaluates the impact of control agency policy changes on DOJ operations and makes recommendations to management for departmental policy modifications. Collaborates with other state agencies and analysts in the development of property control procedures as it relates to equipment retrieval upon employee separation and other emerging asset management issues. Drafts departmental policy updates and implementation plans based on control agency requirements. Ensures DOJ compliance with all applicable state property management regulations and standards. Provides technical interpretation and guidance to DOJ staff on control agency requirements. Co-leads (with counterpart Property Controller) implementation of asset management software by collaborating with internal and external staff to gather and translate current system and process requirements to new software, supporting data migration validation and testing, developing templates for system reports, and co-leads the collaboration with staff in the development of business rules and workflows in the new software.
- 15%** Assists the other Property Controller with the survey of departmental property, verifying equipment accuracy and all procedures are being strictly followed. Prepares documents for Survey Board approval and prepares survey reports for submission to DGS for their approval. Communicates with DGS regarding survey status, property survey questions, and resolution of issues. Ensures all DOJ and DGS policies and procedures are strictly adhered to. Develops training materials for the survey process and provides training as needed for DOJ property

custodians. Participates in audits (internal and external) of departmental policies and practices regarding equipment and inventory by gathering and analyzing documentation and explaining procedures and policies to non-technical staff.

- 5%** Monitors the DOJ Property mailbox and responds to requests for assistance. Provides guidance and training on AMS and property procedures to AMU staff and DOJ property custodians. Collaborates with other Property Controller on system implementation projects, policy development, and other asset management functions whenever necessary and as time permits. Provides backup support for other Property Controller responsibilities as needed.

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*I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):*

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employees Signature                      Date

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Supervisors Signature                      Date

**DUTY STATEMENT  
DEPARTMENT OF JUSTICE  
DIVISION OF ADMINISTRATIVE SERVICES  
OFFICE OF THE CHIEF  
STATEWIDE OPERATIONAL SERVICES**

**NAME:**

**POSITION NUMBER:** 420-021-5157-XXX

**JOB TITLE:** Analyst I

**WORKING TITLE:** DOJ Property Controller

**STATEMENT OF DUTIES:** Under the general direction of the Supervisor I of the Asset Management Unit (AMU) within Statewide Operational Services (SOS), the Analyst I is one of two statewide DOJ Property Controllers and is responsible for analytical work related to the Department's asset management operations. Primary responsibilities include coordinating and conducting inventory planning and execution for all DOJ equipment valued at over \$100 million, assisting with interagency coordination on asset management policies and practices, and preparing the monthly General Ledger reconciliation and reporting in collaboration with AMU staff. Works under the guidance of the Lead Property Controller on system implementation, policy development, and other asset management functions. Some travel may be required.

**SUPERVISION RECEIVED:** Under the guidance of the Supervisor II, reports directly to the Supervisor I.

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL DEMANDS:** Sit for extended periods of time while working at a computer, talk on the telephone, reaching and bending to retrieve documents, stand to photocopy or file documents. Ability to lift or move boxes weighing up to 25 pounds. Travel to other DOJ offices statewide, may be necessary for training and property inventory.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office or similar hybrid environment. Ability to sit, type, rotate, and work at a computer workstation.

**HYBRID TELEWORK POSITIONS:** This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. May be required to report to the HQ office periodically for operational needs.

**ESSENTIAL FUNCTIONS:**

**35%** Coordinates and conducts the planning and execution of physical inventories and reconciliation of all DOJ assets valued at over \$100 million. Assists in developing inventory schedules, protocols, and procedures for all divisions and programs statewide. Responsible for the management and oversight of all DOJ equipment utilizing the Department's asset management software. Serves as one of the statewide property liaisons who interact with all divisions within DOJ to ensure department assets are properly tracked. Works with divisional and program staff to identify assets, confirm physical locations, schedule inventory counts, and reconcile inventory records. Conducts monthly reconciliation of assets between asset management systems and coordinates with programs to transfer or

retire assets within the systems. Reviews inventory data to identify discrepancies and areas requiring improved controls. Research discrepancies, problems or errors in asset databases and works to resolve them in a timely manner. Provides technical guidance and assistance to DOJ property custodians who request the addition, transfer, update and retirement of all DOJ equipment. Assists in implementing strategies to improve internal asset management and verification processes. Prepares inventory reports and findings for management review. Assists in developing training materials for inventory processes and delivers trainings in person, via teleconference and videoconference, as needed, for DOJ property custodians and staff.

- 25%** Conducts the research, analysis, preparation and submission of the Accounting Information System (AIS)-Asset Management System (AMS) Monthly Reconciliation and General Ledger (GL) workbook to the Accounting Office for submittal to the Department of Finance. Each monthly reconciliation report can consist of researching \$100,000 to \$1 million in equipment expenditures. Closes activity periods in AMS, retrieves Purchase Order documents from Accounting, and runs various analytical reports. Reconciles assets in AMS against purchase documents and works with programs to resolve questions regarding equipment purchases. Identifies and researches variances between asset management records and general ledger accounts. Coordinates with Accounting Office staff to resolve discrepancies and ensure accurate financial reporting. Follows established reconciliation procedures and controls to ensure compliance with state accounting standards. Prepares reconciliation documentation and workpapers for management review and approval. Ensures timely submission of monthly reports and maintains historical reconciliation records.
- 20%** Assists in coordinating with control agencies on asset management matters and participates in interagency meetings, workgroups, and committees addressing property control policies, procedures, and best practices. Reviews policy changes, directives, and guidelines issued by control agencies including Department of General Services (DGS) and Department of Finance. Reviews and summarizes control agency policy changes on DOJ operations and assists in making recommendations for departmental policy modifications. Works collaboratively with other state agencies and analysts in the development of property control procedures as it relates to removal of state equipment for teleworking, equipment retrieval upon employee separation, employee liability, and other emerging asset management issues. Assists Lead Property Controller (Analyst II) in drafting and reviewing departmental policy updates and implementation plans based on control agency requirements. Ensures DOJ compliance with all applicable state property management regulations and standards. Provides guidance to DOJ staff on control agency requirements. Completes the less complex during asset management software implementation, including collaboration with internal and external staff to gather system requirements, preparing files for data migration validation and testing, analyzing system reports for accuracy and completeness, and documenting current business rules and workflows.
- 15%** Assists with the survey of departmental property, verifying equipment accuracy and all procedures are being strictly followed. Prepares documents for Survey Board approval and prepares survey reports for submission to DGS for their approval. Communicates with DGS regarding survey status, property survey questions, and resolution of issues. Ensures all DOJ and DGS policies and procedures are strictly adhered to. Assists in developing training materials for the survey process and provides training as needed for DOJ property custodians. Participates in audits (internal and external) of departmental policies and practices regarding equipment and inventory by gathering and analyzing documentation and explaining procedures and policies to non-technical staff.

**5%** Monitors the DOJ Property mailbox and responds to requests for assistance. Provides guidance and training on AMS and property procedures to AMU staff and DOJ property custodians. Works with Lead Property Controller on system implementation projects, policy development, and other asset management functions whenever necessary and as time permits. Provides support for Lead Property Controller responsibilities as appropriate.

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*I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):*

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- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employees Signature                      Date

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Supervisors Signature                      Date