



EMPLOYMENT OPPORTUNITIES

Job Title: Police Property & Control Inspection Specialist

Closing Date: Until Filled

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 26-393

Job Type: Full-Time Regular

Department: Gila River Police Department

City: Sacaton, AZ

Location: 637 W. Gu Ki Street

Area of Interest: Public Safety

Hourly Range: \$18.61 - \$23.81

DISTINGUISHING FEATURES OF THE CLASS:

The Police Property Control and Inspection Specialist plays a key role in keeping the Gila River Police Department equipped and mission-ready, handling everything from uniforms to essential equipment and requires a blend of organizational skills, professionalism in working with external vendors, and most importantly a strong commitment to internal customer service. The Property Control and Inspection Specialist is responsible for purchasing, storing, distributing, reconciling, updating, and maintaining inventory of various types of safety apparel, police-related equipment/gear, and issuing of all physical property and assets.

ESSENTIAL FUNCTIONS:

- Maintain a current record of physical inventory for the police department; coordinate with respective locations to set schedules.
- Perform regular checks and audits of stock items, uniforms, materials, and supplies to ensure the department is equipped for daily operations.
- Perform inspections on all protective equipment and coordinate with administrative staff to dispose of expired PPE items and order/replenish supplies.
- Make recommendations for equipment purchases, coordinate orders with administration, and prepare disposition of expired supplies and/or equipment as needed.
- Ensure purchases are aligned with department needs and budget by following GRIC procurement, contract, and budgeting processes.
- Creates forms and databases to support job efficiency.
- Ensure patrol vehicles are stocked with essential equipment by coordinating with GRPD Fleet.
- Use inventory software to issue and track uniforms, equipment, and supplies. Track purchases, users, repairs, and warranties. Prepare regular inventory reports.
- Performs administrative duties to include updating and maintaining databases, files, records, conducting product and pricing research, and corresponding with various GRPD/GRIC employees, department, and vendors.
- Input property data into the computer for accurate listing; Keep accurate filing system regarding department purchase orders, vouchers, and supplier invoices; Work closely with the Finance/Fixed Assets team in completing necessary forms to aid with reconciliation.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of computer applications and appropriate software programs
- Knowledge of police property control and inventory procedures.
- Knowledge of modern office procedures.
- Knowledge of property and asset control regulations and guidelines.
- Knowledge of purchasing methods and procedures.
- Knowledge of bar-coding methods and practices.
- Knowledge of reconciliation and depreciation practices.
- Ability to lift items to 50 pounds for delivery as it pertains to supplies or equipment.
- Ability to complete and maintain written records of physical inventory.
- Ability to perform with great attention to detail and accuracy.
- Ability to communicate effectively verbally and in writing.
- Ability to understand and follow verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, Community Officials, and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

High School diploma or GED and two (2) years' experience in property control, warehousing, inventory maintenance and control, law enforcement quartermaster, public safety equipment purchasing and/or management, or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Experience and knowledge of law enforcement equipment, uniforms, and systems preferred.

ADDITIONAL REQUIREMENT:

- Must be able to lift, move, or carry objects up to 40 pounds.
- Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment.
- Required to obtain a Tribal Operator's permit.

Non-Supervisory, Hourly Position
Reports to Director or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: **www.gilariver.org**