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# Fixed Asset Specialist

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCV448** | **Business Services & Support** | **Fixed Asset Specialist** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Hourly** | **$21.15 - $30.13** | **October 5, 2026** |

The Fixed Asset Specialist coordinates physical inventories, manages procurement and warehouse stock tracking, and reconciles County property and receivables: ensures compliance with state statutes related to inventory, surplus, and asset disposal. Oversees surplus sales through the online auction process, supports audits, and provides oversight for the County recycling program.

## Job Description

### DUTIES AND RESPONSIBILITIES

- Coordinate and conduct monthly physical asset inventories to ensure 100% annual completion as required by state statute. Maintain accurate inventory records in a computer-based system and generate inventory reports.
- Maintain records, logs, and files for fixed assets to establish accounting records for acquisitions and surplus transfers.
- Assist in determining proper disposal methods for capital and low-value assets in compliance with state statutes. Document appraisal values and declared disposition.
- Administer the online auction process for surplus sales, including asset valuation, product marketing, and coordination with vendors to maximize auction revenue.
- Process documentation for newly acquired vehicles, including registration, titling, and insurance records in coordination with Fleet and County departments.
- Conduct weekly inventory of items pending auction, identify and tag assets, and resolve discrepancies between physical and reported inventories.

- Receive and deliver supplies and surplus equipment, initiate related paperwork, and manage storage logistics for equipment and vehicles.
- Package and ship surplus items accurately based on customer instructions.
- Communicate with internal and external customers to resolve inventory, surplus, and purchasing inquiries.
- Operate and maneuver County vehicles with trailers and operate a multi-terrain forklift in support of warehouse functions.
- Ensure accuracy and completeness of warehouse stock by providing oversight to departments and processing electronic goods receipt transactions.
- Process electronic check deposits using online and computer-based systems.
- Coordinate removal of waste and recyclables using approved vendors.
- Schedule and perform preventive maintenance on section vehicles, including cleaning and service tracking.
- Participate in general warehouse operations and safety programs.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

## MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Four (4) years in inventory/warehouse control
- Four (4) years involving asset management. Experience must include maintenance of a computer database.

***Any equivalent combination of related education and/or experience may be considered for the above requirements.***

## SUPPLEMENTAL INFORMATION

### SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

## WORKING CONDITIONS

- Duties are performed primarily indoors, estimated at 60%.
- Indoor duties are performed in a temperature-controlled environment. The employee is exposed to natural weather conditions while performing outdoor duties.
- Typically, indoor duties are performed on an even surface, which may be concrete, tile or carpet.
- Outdoor duties may be performed on uneven surfaces and asphalt, to include City and County Street locations.
- Most duties are usually performed alone, both with and without direction from the supervisor. Certain duties are performed as part of a team or group of workers.
- Work hazards or potential work hazards include driving motorized County vehicles, exposure to severe weather conditions, and frequent lifting.

## EQUIPMENT, TOOLS, AND MATERIALS

- Employee uses a computer in the performance of duties.
- Employee uses a wide variety of work aids, including two-wheel dolly, four-wheel cart, forklift, and pallet-jack.
- Employee uses an automobile, van, or light truck in work-related activities.