JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

PROPERTY CONTROLLER I
$3,034 - $3,799
ENFORCEMENT BRANCH HEADQUARTERS
Limited Term – 24 Months / Full-Time
SACRAMENTO OR FRESNO

This position will be filled as Limited Term, Full-Time with the possibility of becoming Permanent, Full-Time

RESPONSIBILITIES:
Under the direction of the Enforcement Branch Headquarters Chief (EBHQ Chief) and the Supervising Fraud Investigator II (Captain) or his/her designee, the Property Controller I performs property control related duties and evidence room maintenance for the **Northern California** regional offices. The incumbent is responsible for maintaining the Evidence and Property Room in the Regional Offices in accordance with the Enforcement Branch policies/procedures manual. This position establishes and maintains property records of equipment for the Regional Offices. The incumbent procures office supplies and inventories and maintains the office equipment. Ability to transport items up to 50 pounds; bending and kneeling is required. Moderate travel via private or public transportation (i.e., automobile, airplane, etc.) may be required.

Background check, fingerprinting, and a medical exam are required.

DESIRABLE QUALIFICATIONS:
- Proficient in working with various computer databases and software packages such as Microsoft Word, Access, Excel, PowerPoint, and Outlook;
- Ability to work flexible hours;
- Demonstrated ability to exercise a high degree of initiative and independence in performing assigned tasks;
- Demonstrated ability to work in a team environment with commitment and a cooperative attitude;
- Ability to legally operate a motor vehicle;
- Ability to work well under pressure and with short deadlines;
- Ability to act in a professional manner to establish and maintain an effective working relationship with clients of various levels in the Department, general public and other state departments and public entities;
- Demonstrated ability to handle sensitive and confidential issues and materials;
- Demonstrated ability to handle changing priorities and deadlines;

WHO MAY APPLY:
Applications will be accepted from current State employees at the Property Controller I level, those with transfer eligibility, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of***

their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit CalHR Job Descriptions and type in either the class code or title of the classification for which you are applying.

APPLICATION PROCEDURE:
Please mail a completed standard State Application STD 678 and proof of meeting the minimum qualifications of the classification to Suzanne LaChance, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "PROPERTY CONTROLLER I, NORTHERN REGION, PSN # 413-xxx-1550-BCP" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Suzanne LaChance at (916) 492-3300.

FINAL FILING DATE: Until Filled

NOTES: **All interested individuals must submit a State Application (STD. 678) and proof of meeting the minimum qualifications of the classification for which you are applying in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.**

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

11/2/2015 SL

DO NOT SUBMIT APPLICATIONS TO CALHR

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AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.