

## EDITED KSAPC LISTING

CLASSIFICATION: PROPERTY CONTROLLER I, CORRECTIONAL FACILITY

*NOTE: Each position within this classification may perform some or all of these KSAPCs.*

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Basic knowledge of methods and practices used in recording, inspecting, maintaining and issuing property to effectively account for state owned equipment/property.
K2.	Basic knowledge of methods and practices used in accounting for and disposing of property to effectively track state owned equipment/property.
K3.	Basic knowledge of taking and recording inventory to effectively control equipment/property inventory.
K4.	Basic knowledge of the types of property used in the various State departments, institutions, or districts to effectively and safely move and store equipment/property.
K5.	Comprehensive knowledge of office methods and procedures to effectively establish and/or maintain records.
K6.	Basic knowledge of effective supervision and training to oversee and direct inmates in their daily tasks.
K7.	<b>Basic knowledge of Business Information System (BIS) to ensure fiscal accountability and/or tracking for state equipment/properties.</b>

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Communicate tactfully and professionally with others using good judgment to disseminate information and respond to inquiries.
A2.	Supervise the work of others to maintain and provide guidance to inmates when needed.
A3.	Inspect, determine condition of, and recommend proper disposition of property in accordance with Business Information System, Departmental Operations Manual and Youth Authority Manual.
A4.	Reconcile inventories against control accounts to track state owned equipment/property.
A5.	Analyze situations accurately and take effective action to follow through with daily assigned tasks.
A6.	Instill in others an awareness of their responsibility for all property maintenance and accounting to ensure departmental policies/procedures are followed and completed on a daily basis.

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<b>KSAPC Statements</b>	
<b>Skill in:</b>	
S1.	Making arithmetic solutions to accurately perform calculations and account for all equipment/property records.

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<b>KSAPC Statements</b>	
<b><i>Personal Characteristics:</i></b>	
PC1.	
PC2.	
PC3.	
PC4.	
PC5.	
PC6.	
PC7.	
PC8.	
PC9.	
PC10.	
PC11.	
PC12.	
PC13.	
PC14.	
PC15.	
PC16.	
PC17.	
PC18.	
PC19.	
PC20.	