

**Idaho Judicial Branch
Position Description**

Position Title:	Asset Management Specialist
Effective Date:	June 2022
Salary Grade/Range:	Grade 14/\$48,430 - \$56,717
FLSA Status:	Non-Exempt
EEO Category:	Office/Clerical

General Position Summary:

The Asset Management Specialist tracks the life-cycle management of all assets of the Idaho Judicial Branch (the Court) including acquisition and maintenance, inventory tracking, and disposal of hardware and software. The Asset Management Specialist supports the asset management process through implementation of business processes and policies, clean up and reconciliation of existing records and systems, observation of existing inventory counts, updating inventory records as needed, establishing roles and responsibilities, and ongoing monitoring. This position resides within the Finance Division and works independently under the direct supervision of the Controller.

How We Work:

The Administrative Office of the Courts is committed to supporting the mission of the Idaho Courts through the use of an agile approach that aligns strategy, work, and capacity. This approach empowers our employees to respond quickly and efficiently to meet the needs of our customers: citizens, courts, judges, employees, and other stakeholders. We believe in continual improvement of our services and products to better serve and support our customers and the evolving environment. Employees are future-focused, take initiative, and are personally responsible for work delivery and professional growth. Our leaders are committed to professional development and growth of employees by empowering and supporting motivated individuals; providing clarity and focus for projects; giving those individuals the environment and support they need; and fostering a culture of collaboration, transparency, learning, trust and shared accountability.

Major Duties and Responsibilities: (The examples provided do not cover all the duties which the incumbent in this position may be required to perform.)

- Reviews and initiates Court purchase requisitions in the ERP system;
- Evaluates availability of supplies and assets within existing inventory, directing the requisition appropriately;
- Assists in analyzing and establishing appropriate supply and asset inventory levels;
- Tracks requisitions and purchase orders through the purchase process;
- Oversees all supplies and furniture purchases of the Court;
- Coordinates and assists the Information Division as needed with any equipment and software orders;
- Monitors inventory levels, initiating requisitions as needed to maintain appropriate levels;
- Monitors inventory tracking systems, reviews supply levels, initiates supply orders, and performs daily analysis;
- Assists the Asset Management Team in the setup and configuration of requisition catalogs;
- Understands and monitors the business practices and policies related to inventory and fixed asset management, assisting in oversight and modifications to the processes as needed;
- Monitors quarterly inventory observations at the Court's warehouse and ISC locations;
- Monitors quarterly inventory observations at district court locations on a rotational basis;
- Responsible for organizing and conducting the Court's annual inventory procedures and reporting package;
- Prepares and provides monthly reports supporting the reconciliation of inventory, fixed assets, and software totals for reporting purposes;
- Updates the Court's inventory system and records, assisting in the resolution of discrepancies where noted;
- Reviews inventory listings as reflected in the Court's inventory system, ensuring accuracy and timely updating of records;
- Assists the Information Division in the receipting of assets as needed, including inspecting the assets, entering the receipt data into the inventory system, tagging the assets, and validating packing slips;

- Assists the Accounting Department in the monthly reconciliation of inventory and fixed assets, researching and resolving any noted discrepancies;
- Creates and maintains an asset management procedure manual that contains detailed descriptions of system functions, tasks, and responsibilities;
- Participates as a member of the Asset Management Team through implementation of business processes and policies, clean up and reconciliation of existing records and systems, observation of existing inventory counts, updating inventory records as needed, establishing roles and responsibilities, and ongoing monitoring;
- Coordinates with IT and Accounting Teams on annual project needs in advance so teams are informed, projects are presented for approval, the inventory system is updated with project names, and budgets are established;
- Reviews, routes, and reports on all capital projects approved;
- Assists in maintaining an accurate record of all inventory and fixed assets, including counts, costs, locations, and assignments;
- Assists the Accounting Team in capturing, recording, and tracking all project-related costs;
- Reviews and monitors Court assets and software licenses entered into the inventory system for missing or inaccurate data, working with IT and accounting teams to resolve any discrepancies;
- Monitors the deployment of assets to county courts, ensuring records are updated and accurate;
- Coordinates with Information Division on asset deployments, ensuring assets are tagged, logged into the inventory system, and receipting location is identified;
- Collects, processes, and maintains asset receipt forms signed by Judicial District TCAs;
- Establishes, communicates, and monitors required processes for the deployment of assets, creating a checklist to validate assets are ready for deployment;
- Monitors demand and analyzes data to anticipate future needs;
- Maintains software inventory, ensuring license terms and regulations are noted in the inventory system;
- Records, tracks, and monitors all Court software within the inventory system, informing users of term expirations and renewals and assisting in informing budget decisions;
- Assists in reconciling legacy inventory system and financial records to the current inventory system;
- Assists in the monthly reconciliation of Luma, ServiceNow, and fixed asset accounting system;
- Responsible in ensuring accuracy of the inventory and fixed asset system;
- Coordinates or assists with asset dispositions ensuring that the assets are disposed of consistent with state policy, the inventory and accounting system records are properly updated, and the system disposition certifications are recorded, if applicable;
- Works with customers to coordinate the return of equipment;
- Responsible for tracking all additions and dispositions of inventory and fixed assets, ensuring system records are update and accurate; and
- Establishes and maintains business relationships with customers and internal teams in support of inventory and asset management.

Minimum Qualifications:

Education and Experience:

- Associates' degree in business preferred or and equivalent combination of education and experience;
- A minimum of 2 years of experience working with asset management processes and systems;

Knowledge, Skills, and Abilities:

- Knowledge of hardware and software lifecycle management;
- Knowledge of asset management policy and procedures;
- Knowledge of inventory observation processes;
- Knowledge of computer software programs, such as ServiceNow, supporting asset management procedures;
- or demonstrated experience rapidly developing expertise in a new business environment;
- Knowledge of Court procedures, policies, and systems preferred;
- Skill in performing arithmetic calculations based on inventory and fixed asset data;
- Skill in maintenance of accurate and complete records;
- Skill in use of MS Office Suite including Outlook, Word, PowerPoint, and Excel;

- Ability to handle changing priorities and meet deadlines in a professional manner, including accomplishing work with frequent interruptions;
- Ability to coach others in the use of inventory and fixed asset system functions, configuration, and processes;
- Ability to analyze and identify inconsistencies in inventory and fixed asset data and assist in resolution;
- Ability to prepare comprehensive documentation and reports;
- Ability to travel throughout the State of Idaho as needed for inventory observations and asset management;
- Ability to establish and maintain effective working relationships with vendors, court staff, judicial officers, and law and justice agencies;
- Ability to think creatively and propose new ideas to fully leverage Court systems and procedures;
- Ability to communicate effectively verbally and in writing;
- Ability to work independently with minimal direction;
- Ability to maintain confidentiality.

The Judicial Branch reserves the right to consider an equivalent combination of education, training, and/or experience in determining whether an applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities of this position.

Application Instructions:

If interested in being considered for this position, please complete the employment application on our website at www.isc.idaho.gov/careers and submit it, along with your cover letter and résumé, to hr@idcourts.net or to the Idaho Judicial Branch, Human Resources Office, P.O. Box 83720, Boise, ID 83720-0101. Application materials must be received by _____.

The State of Idaho is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify Human Resources.

Adopted: 11/20 SG