

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INVENTORY AND STORE SPECIALIST III –
Unit Supply

SALARY GROUP: A14

DEPARTMENT: Laundry, Food and Supply

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Ronald A. Hudson DATE: 03/20/2013

POSITION #: 009060

I. JOB SUMMARY

Performs highly complex stock and inventory work. Work involves coordinating store and warehouse operations; displaying and selling merchandise; ensuring compliance with established security requirements, loss prevention controls, and procedures; and supervising employees and offenders. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in developing inventory control guidelines and policies for the agency Laundry, Food and Supply program; and assists with reviewing property management policies, procedures, and controls, and recommends improvements.
 - B. Coordinates, schedules, and conducts inventory of materials, equipment, and supplies; audits inventory results; coordinates the disposal of surplus property and arranges and rotates stock and inventory; documents the receipt and distribution of property and the disposition of surplus property; and conducts investigations on lost property items.
 - C. Prepares and reviews estimates of supplies and merchandise needs, prepares purchase requisitions, and checks, verifies, and approves requests for replenishing supplies and merchandise; verifies the receipt, warehousing, and distribution of products; monitors property and supply expenditures; and inspects and ensures proper maintenance of machinery and equipment.
 - D. Reviews and reconciles requisition, accounting, budget, and inventory reports; and reviews and maintains inventory records, purchase orders, vouchers, and other related forms.
 - E. Trains and supervises the work of employees and offenders; provides technical assistance in handling stock, record keeping, warehouse operations, and applicable policies and procedures; and ensures security procedures and safety standards are maintained.
 - F. Assists in maintaining security of assigned offenders.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INVENTORY AND STORE SPECIALIST III –
Unit Supply

SALARY GROUP: A14

DEPARTMENT: Laundry, Food and Supply

Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Three years full-time, wage-earning supply, warehouse operations, inventory and stock control, or purchasing experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.
3. Budget monitoring experience preferred.
4. Experience in the supervision of employees or offenders preferred.
5. Correctional custody or law enforcement experience preferred.

B. Knowledge and Skills

1. Knowledge of warehouse operations and inventory and stock control methods and procedures.
2. Knowledge of inventory and stock control record keeping to include manual and automated inventory control systems.
3. Knowledge of budget monitoring principles and techniques preferred.
4. Knowledge of state and federal laws, rules, regulations, and statutes pertaining to the handling of state property preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INVENTORY AND STORE SPECIALIST III –
Unit Supply

SALARY GROUP: A14

DEPARTMENT: Laundry, Food and Supply

Page 3 of 3

10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill in the use of machinery and equipment in the assigned area.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill to train and supervise employees and offenders.
14. Skill in the use of Advanced Purchasing and Inventory Control System (ADPICS) and LONESTARS purchasing and financial accounting information systems preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, hand truck, pallet jack, platform truck, drum cradle, telephone, and automobile.