

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INVENTORY AND STORE SPECIALIST III –
Material and Fixed Asset Coordinator

SALARY GROUP: A14

DEPARTMENT: Facilities Division

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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: Thomas L. Vian DATE: 02/08/2012

POSITION #: 022318

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Coordinates warehouse operations, including stocking and issuing materials, equipment, supplies, merchandise, and other inventory; coordinates, schedules, and conducts inventory of stock and property; trains and oversees offenders in inventory and stock control operations to include receiving, stocking, and shipping maintenance parts and fixed assets to maintenance locations within the region; and coordinates tool control ensuring compliance with safety rules, regulations, and standards.
 - B. Coordinates the disposal of surplus property or spoiled products and arranges and rotates merchandise; documents the transfer and disposition of supplies, property, and equipment; reviews and maintains accounting records of purchases, assigns inventory numbers to items, and monitors inventory and stock control records following loss prevention and agency guidelines; and assists with reviewing property management policies, procedures, and controls and recommends improvements.
 - C. Prepares and reviews estimates for supply and merchandise needs; checks, verifies, and approves requests for replenishing supplies and merchandise; and oversees the maintenance of manual and automated inventory, stock control, and accounting records of material, repair parts, and fixed assets.
 - D. Trains and supervises the work of offenders; and provides technical assistance and guidance on handling stock, warehouse operations, and applicable policies and procedures.
 - E. Assists in maintaining security of assigned offenders.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Four years full-time, wage-earning warehouse operations, public administration, or technical program support 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 for a maximum substitution of two years.
3. Facility maintenance or construction experience preferred.
4. Experience in the supervision of employees or offenders preferred.

B. Knowledge and Skills

1. Knowledge of inventory methods and procedures.
2. Knowledge of property accounting methods and procedures.
3. Knowledge of applicable state laws, rules, regulations, and statutes governing the handling of state property.
4. Knowledge of manual and automated inventory control systems.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to review warehouse operations for compliance with established procedures.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in problem-solving techniques.

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11. Skill to develop and maintain complex inventory and stock control records and files in an automated system.
12. Skill to review technical data and prepare technical reports.
13. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
14. Skill to train and supervise others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive and intermittent noise, fumes, smoke, gases, dust, grease, oils, solvents, slippery or uneven walking surfaces, working on ladders or scaffolding, 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, telephone, forklift, pallet jack, handcart, and automobile.