

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
POSITION DESCRIPTION**

POSITION TITLE: INVENTORY AND STORE SPECIALIST II –
Agriculture Veterinary Warehouse

SALARY GROUP: A12

DEPARTMENT: Agribusiness, Land and Minerals

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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: Matt Demny DATE: 02/10/2011

POSITION #: 023221

I. JOB SUMMARY

Performs moderately complex inventory and retail sales work. Work involves stocking, arranging, and transferring inventory; displaying and selling merchandise; monitoring store and warehouse operations for compliance with established procedures; and training and supervising offenders. Works under general supervision with limited latitude for the use of initiative and independent judgement.

II. ESSENTIAL FUNCTIONS

- A. Trains and oversees the work of offenders in inventory and stock control for the agriculture veterinary warehouse; stocks and issues materials, equipment, veterinary pharmaceuticals, and supplies to unit farm shops; and ensures compliance with established procedures.
 - B. Requisitions and receives inventory through the Inventory Management System (IMS); loads, unloads, and shelves equipment and supplies; and reviews unit inventory order forms and fills orders by packing and mailing or delivering items.
 - C. Assists in the collection and transport of biological samples for testing purposes; assists with various treatment procedures; and compiles and maintains records of livestock vaccination and health and disease testing.
 - D. Conducts physical inventory of veterinary pharmaceuticals and supplies; prepares estimates of pharmaceuticals and supplies usage; maintains purchasing and inventory and stock control records in an automated inventory control system; and prepares reports related to warehouse operations, inventory, and stock control activities.
 - E. Maintains security of tools, machinery, and equipment; responds to emergency situations; and 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. Two years full-time, wage-earning warehouse operations, inventory and stock control, agriculture programs, or farm production experience.
3. Experience in the supervision of offenders preferred.
4. Agriculture programs experience preferred.

B. Knowledge and Skills

1. Knowledge of inventory management practices and procedures.
2. Knowledge of inventory and stock control record keeping methods and procedures.
3. Knowledge of veterinary pharmaceuticals preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill to review technical data and prepare technical reports.
12. Skill to train and supervise offenders.

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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 and ladders, 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 and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, constant noise, dust, fumes, smoke, gases, grease, oils, solvents, slippery or uneven walking surfaces, working on ladders or scaffolding, vibration, 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, and automobile.