

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: INVENTORY AND STORE SPECIALIST III –  
Warehouse and Supply

SALARY GROUP: A14

DEPARTMENT: Transportation and Supply

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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: Bobby Lumpkin DATE: 01/28/2015

POSITION #: 024379

**I. JOB SUMMARY**

Performs highly complex inventory and retail sales 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 the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Prepares and reviews estimates of supplies and merchandise needs; prepares purchase orders; checks, verifies, and approves requests for replenishing supplies and merchandise; coordinates the receipt, warehousing, and distribution of products; and coordinates, schedules, and conducts inventory of stock and merchandise and reviews inventory control records and reports.
- B. Ensures an efficient system of warehouse management and control and recommends improvements; coordinates the disposal of surplus property and arranges and rotates merchandise; conducts investigations on lost property items; and inspects and ensures proper maintenance of machinery and equipment.
- C. Review and assists in preparing reports on warehouse operations, inventories, and stock levels; assigns inventory numbers to items; documents the receipt and distribution of property and the disposition of surplus property; and reviews and maintains inventory and stock control records in an automated inventory control system.
- D. Supervises the work of employees and offenders; provides training and technical assistance on handling stock, record keeping, warehouse operations, and applicable policies and procedures; and ensures security procedures and safety standards are maintained.
- E. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; 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. 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 for a maximum substitution of one year.
3. Correctional custody or law enforcement experience preferred.
4. Experience in the supervision of employees or offenders preferred.

**B. Knowledge and Skills**

1. Knowledge of warehouse operations and inventory methods and procedures.
2. Knowledge of inventory and stock control record keeping and automated inventory control systems.
3. Knowledge of applicable state laws, rules, regulations, and statutes governing the handling of state property 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.

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10. Skill to prepare and maintain complex inventory and stock control records and files in an automated system.
11. Skill in the use of machinery and equipment in the assigned area.
12. Skill to train and supervise employees and offenders.

**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, 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, constant noise, fumes, smoke, gases, dust, 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, forklift, hand truck, pallet jack, platform truck, drum cradle, walk and ride, order picker, telephone, and automobile.