

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CLERK IV -
Warehousing and Supply

SALARY GROUP: A11

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: C. F. Hazlewood, Jr. DATE: 05/10/2013

POSITION #: 024400

I. JOB SUMMARY

Performs advanced clerical work. Work involves coordinating clerical activities; compiling and tabulating data; checking documents for accuracy; handling and transporting documents, stock, and inventory; and maintaining files. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Reviews, edits, reconciles discrepancies, and reviews reports, purchase orders, correspondence, summaries, vouchers, journals, ledgers, requisitions, records, and other forms for accuracy and completeness.
 - B. Reviews and edits information on agency records; recommends modification of forms and records; reviews data entry, retrieval, and data searches; and verifies calculations.
 - C. Answers inquiries regarding policies and procedures; responds to request for information; and communicates with vendors and staff on the purchasing process.
 - D. Maintains and oversees the maintenance of files, materials, and supplies to include the perpetual inventory; and assists in taking a physical inventory.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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 clerical, secretarial, administrative support, or technical program support experience.
- 3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

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B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of automated bookkeeping and accounting theories and practices.
3. Knowledge of state purchasing practices and procedures preferred.
4. Knowledge of commodity specifications 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 to prepare and maintain complex records and files in an automated system.
10. Skill to review technical data and prepare technical reports.
11. Skill to make arithmetic computations.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill to operate a 10-key calculator by touch 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 under 15 lbs., 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, telephone, and automobile.