

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: INVENTORY AND STORE SPECIALIST II –  
Mechanical Department

SALARY GROUP: A12

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: 02/26/2015

POSITION #: 024404

**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 security requirements and procedures; and training others. Works under general supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Assigns, reviews, and monitors the work of offenders in inventory and stock control for the Mechanical Department; and trains offenders in stock handling and record keeping.
- B. Receives and processes requests for vehicle repair parts; and arranges the scheduling, transfer, and requisition of materials and supplies.
- C. Conducts physical inventory of stock and assists in resolving discrepancies; reviews and maintains inventory and stock control records in an automated inventory control system; and assists in the preparation of reports related to inventory and stock control activities.
- D. Advises staff and offenders on policies and procedures; monitors warehouse operations to ensure compliance with established procedures; and provides technical assistance in the program area.
- 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. One year full-time, wage-earning inventory management experience.
3. Vehicle or equipment repair experience preferred.
4. Correctional custody or law enforcement 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 vehicle and equipment repair parts and tools.
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, hand tools, and automobile.