

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV –  
Inventory Control

SALARY GROUP: A15

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: 04/11/2013

POSITION #: 024441

**I. JOB SUMMARY**

Performs advanced administrative support and technical program assistance work. Work involves coordinating the dissemination of information; developing filing systems; coordinating administrative support work; 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. Performs technical assistance work in the flow of items forecasted, produced, requisitioned, and acquired for distribution from agency warehouses; and coordinates work between organizational units of the agency, local, state, and federal agencies, and private organizations.
  - B. Assists in the implementation of program planning to ensure quality services are provided; participates in conducting on-site inspections and reviews to ensure inventory problems are recognized, analyzed, and resolved; and reviews reports to evaluate effectiveness and efficiency of inventory control.
  - C. Responds to inquiries regarding technical program and administrative rules, regulations, policies, and procedures; prepares, interprets, and disseminates information on agency programs and procedures; compiles and edits data, makes calculations, and prepares reports; and coordinates the preparation of correspondence, studies, forms, and other documents.
  - D. Assists in improvements for the ordering process between vendors, warehouses, and customer; and assists in coordinating improvements in warehouse inventory and stock control performance indicators and reporting to include safety, cross-leveling of excess, and the elimination of obsolete items among various warehouses.
  - E. Trains and supervises the work of others.
- \* 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. Bachelor's degree 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). Major course work in Business Administration, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning inventory and stock control experience.
3. Experience in inventory management preferred.
4. Experience in the supervision of others preferred.

**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of inventory and stock control methods, policies, and procedures.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
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 train and supervise employees.

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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, 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, excessive heat, cold, humidity, dampness and chill, dust, slippery or uneven surfaces, 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, pallet jack, pallet wrapping machine, stand-up forklift, adding machine, telephone, and automobile.