

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -  
Inventory Control

SALARY GROUP: A15

DEPARTMENT: Commissary and Trust Fund

Page 1 of 3

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: Eric R. Johnston DATE: 09/20/2012

POSITION #: 031139

I. JOB SUMMARY

Performs advanced administrative support and technical program assistance work. Work involves coordinating the dissemination of information; developing filing systems; and coordinating administrative support work. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs advanced technical assistance work relevant to inventory control for the agency commissary and trust fund; and coordinates work between warehouses, departments of the agency, local, state, and federal agencies, and private organizations.
  - B. Prepares and distributes correspondence, forms, reports, studies, and other documents; compiles and edits data for charts, graphs, and databases, makes calculations, and prepares reports and summaries; and develops and maintains filing, record keeping, and records management systems for inventory control, shipping, and receiving documentation.
  - C. Prepares, interprets, and disseminates information concerning agency programs and procedures; and develops administrative and technical assistance policies and procedures.
  - D. Responds to inquiries regarding warehousing and inventory control rules, regulations, policies, and procedures; and provides technical assistance to warehouse staff.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -  
Inventory Control

SALARY GROUP: A15

DEPARTMENT: Commissary and Trust Fund

Page 2 of 3

**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, Accounting, Finance, 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 clerical, secretarial, administrative support, or technical program support experience.
3. Warehouse operations or automated inventory and stock control experience preferred.

**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of inventory and stock control record keeping and automated inventory control systems preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
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 in problem-solving techniques.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill to perform mathematical calculations.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -  
Inventory Control

SALARY GROUP: A15

DEPARTMENT: Commissary and Trust Fund

Page 3 of 3

11. Skill to operate a ten-key calculator by touch.
12. Skill to review technical data and prepare technical reports.
13. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
14. Skill in the use of Point of Sale information systems (AS400) and Advanced Purchasing and Inventory Control System (ADPICS) 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, 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.