

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INVENTORY AND STORE SPECIALIST III –
Commissary Manager

SALARY GROUP: A14

DEPARTMENT: Commissary and Trust Fund

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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: Eric R. Johnston DATE: 05/16/2014

POSITION #: 031185

I. JOB SUMMARY

Performs highly complex inventory and retail sales work in a unit commissary. Work involves coordinating store or 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. Coordinates commissary operations; sells merchandise to employees and offenders; and ensures accurate recording of commissary sales and receipts.
 - B. Coordinates, schedules, and conducts periodic inventory of stock and merchandise; determines quantities of merchandise needed to maintain adequate inventory; arranges and rotates merchandise; assists with investigations of lost property items; and monitors, inspects, and maintains cleanliness and appearance of the commissary.
 - C. Reviews and approves requisitions for replenishing supplies and merchandise; reviews invoices for accuracy and confirms the receipt of items requested; reviews and monitors the maintenance of records of purchases and stock control records and recommends improvements; and prepares required commissary correspondence and reports.
 - D. Supervises the work of employees and offenders; and provides technical assistance in inventory control, management, and ordering methods.
 - E. 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 commissary, retail sales, or inventory management experience

or

two years full-time, wage-earning commissary, retail sales, or inventory management experience and one year full-time, wage-earning correctional custody or law enforcement experience.

3. Experience in the supervision of employees preferred.
4. Experience with an automated point-of-sale system and retail sales preferred.

B. Knowledge and Skills

1. Knowledge of inventory methods and procedures.
2. Knowledge of inventory and stock control record keeping.
3. Knowledge of automated inventory control systems.
4. Knowledge of retail sales functions to include merchandise sales and displays.
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 in problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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11. Skill to prepare and maintain complex records and files in an automated system.
12. Skill to review technical data and prepare technical reports.
13. Skill to plan work in order to meet established guidelines.
14. Skill in the electronic transmission of communications.
15. Skill to train and supervise employees and offenders 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 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, working around fumes and gases, 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, ID badge reader, typewriter, calculator, copier, fax machine, telephone, and automobile.