

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INVENTORY AND STORE SPECIALIST II –
Commissary Warehouse

SALARY GROUP: A12

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: 03/23/2012

POSITION #: 031195

I. JOB SUMMARY

Performs moderately complex inventory work. Work involves stocking, arranging, and transferring inventory; displaying and selling merchandise; monitoring warehouse operations for compliance with established security requirements and procedures; and training offenders. Works under general supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Conducts inventory of stock and merchandise; reviews and monitors inventory control records and reports; compiles and maintains an inventory database and manual and automated accounting records of purchases following loss prevention and agency guidelines; and assigns inventory numbers to items.
 - B. Loads and unloads stock and merchandise; disposes of surplus property and spoiled products; rotates items that have a seasonal use; and conducts investigations on lost property items.
 - C. Trains and supervises offenders in inventory management and control and ordering methods; and assists in maintaining security of assigned offenders.
- * 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. One year full-time, wage-earning warehouse operations or inventory and stock control experience.

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B. Knowledge and Skills

1. Knowledge of warehouse operations and inventory methods and procedures.
2. Knowledge of inventory and stock control record keeping and automated inventory control systems.
3. Knowledge of property accounting practices and procedures.
4. Knowledge of state and federal laws, rules, regulations, and statutes pertaining to the handling of state property 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 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 warehouse operations for compliance with established safety requirements and procedures.
12. Skill to transfer stock from one location to another.
13. 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, 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, 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, forklift, electric pallet jack, and automobile.