

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INVENTORY AND STORE SPECIALIST II –
Communications

SALARY GROUP: A12

DEPARTMENT: Communications

Page 1 of 2

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: Joe Miles DATE: 05/10/2016

POSITION #: 046039

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. Monitors the work of staff in inventory and stock control for the Communications Department; assists in the maintenance of inventory and stock control records in an automated inventory control system; monitors and assists staff on warehouse operations policies and procedures; and ensures compliance with established procedures.
- B. Provides assistance to staff in proper stock handling and record keeping methods; reviews the performance of clerical work and the preparation of reports related to inventory, stock control, and warehouse activities; and assists staff with special problems.
- C. Reviews stock control records and reports; prepares annual estimates of stock needs; assists in reviewing and approving requests for purchasing stock; processes department requisitions; and prepares reports on warehouse operations, inventories, and stock levels.
- D. Plans the arrangement and rotation of stock to prevent deterioration and obsolescence; and arranges the scheduling, transfer, and disposing of surplus property.
- E. Provides technical guidance and assistance in the program area.
- * 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. Three years full-time, wage-earning warehouse operations experience.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INVENTORY AND STORE SPECIALIST II –
Communications

SALARY GROUP: A12

DEPARTMENT: Communications

Page 2 of 2

B. Knowledge and Skills

1. Knowledge of methods and procedures of warehouse operations.
2. Knowledge of inventory and stock control record keeping, automated inventory control systems, and reporting procedures.
3. Knowledge of purchasing and requisitioning procedures.
4. Knowledge of communications equipment to include telephones, cable, radios, and private branch exchange (PBX) switchboard systems.
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.
11. Skill to prepare and maintain complex records and files in an automated system.
12. Skill to review technical data and prepare technical reports.

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 15-44 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, dolly, and automobile.