

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INVENTORY AND STORE SPECIALIST IV –
Assistant Warehouse Manager

SALARY GROUP: A17

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division-Texas Correctional Industries

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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: Bill Lewis DATE: 07/13/2025

POSITION #: 024534

I. JOB SUMMARY

Performs advanced inventory and retail sales work. Work involves coordinating store and warehouse operations; displaying and selling merchandise; ensuring compliance with established security requirements, loss prevention controls, and procedures; and assigning and supervising the work of others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees and provides assistance in the outside warehouse inventory control operations; develops and implements inventory control operations guidelines, policies, and procedures; and recommends improvements to ensure an efficient system of property management and control.
 - B. Reviews and approves requisitioning of goods and products to replenish inventory; oversees and coordinates the purchasing and ordering process to inventory new and test products; researches and prepares product specifications; and oversees and assists with documentation of the disposal of salvage or obsolete products.
 - C. Prepares and reviews inventory control and procurement card records and reports and reconciles discrepancies; and reviews and maintains manual and automated inventory, requisition, stock control, and accounting records, files, and other documents.
 - D. Maintains liaison with agency staff, other agencies, and vendors; and coordinates and resolves vendor delivery issues.
 - E. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned inmates.
 - F. Assigns and supervises the work of employees and inmates.
- * 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. Five years full-time, wage-earning inventory management or warehouse operations experience. Thirty semester hours 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) may be substituted for each year of experience on a year-for-year basis for a maximum substitution of two years.
3. Experience in the supervision of employees or inmates preferred.
4. Correctional custody or law enforcement experience preferred.

B. Knowledge and Skills

1. Knowledge of warehouse operations and inventory management practices and procedures.
2. Knowledge of automated purchasing and accounting systems and procedures.
3. Knowledge of inventory and stock control record keeping methods and procedures.
4. Knowledge of state laws, rules, regulations, and statutes governing state purchasing and distribution 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 problem-solving techniques.
10. Skill to review technical data and prepare technical reports.
11. Skill to prepare and maintain accurate records, files, and reports.

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12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

13. Skill to assign and supervise the work of others.

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, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive or intermittent noise, dust, fumes, smoke, 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, calculator, copier, fax machine, telephone, forklift, pallet jacks, dock boards, various warehouse equipment, dolly, and automobile.