

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INVENTORY AND STORE SPECIALIST III –
Assistant 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 Johnston DATE: 09/13/2019

POSITION #: 031287

I. JOB SUMMARY

Performs highly complex inventory and retail sales work in a unit commissary. Work involves stocking, arranging, and transferring inventory; displaying and selling merchandise; ensuring compliance with established security requirements, loss prevention controls, and procedures; and providing guidance to others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in overseeing commissary operations; sells merchandise to employees and offenders; and ensures accurate recording of commissary sales and receipts.
 - B. 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 inspects and maintains cleanliness and appearance of the commissary.
 - C. Assists in the preparation of requisitions for replenishing supplies and merchandise; verifies the receipt of items requested; prepares and reviews inventory control records and reports; and reviews and maintains inventory databases.
 - D. Provides guidance to offenders 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. Two years full-time, wage-earning commissary, retail sales, or inventory management experience

or

one year 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 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.
11. Skill to prepare and maintain complex records and files in an automated system.

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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 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, calculator, copier, fax machine, telephone, dolly, and automobile.