



TEXAS MILITARY FORCES
 Joint Forces Headquarters
 Adjutant General's Department
 Post Office Box 5218
 Austin, Texas 78763-5218
 512-782-5001

**STATE AGENCY
 JOB VACANCY NOTICE**

POSTING NUMBER: 2012-36

POSTING DATE: 19 January 2012

CLOSING DATE: 01 February 2012

TITLE: Inventory and Store Specialist III (**Warehouse Specialist**)

STATE CLASSIFICATION #: 1913

SALARY GROUP: A14

MONTHLY SALARY: \$2,495.00 to \$3,500.00

OPENINGS: 1 (More than one position may be filled.)

FULL TIME **PART-TIME** **TEMPORARY**

HOURS WORKED WEEKLY: 40 Hours (Monday thru Friday)

SHIFT WORK: Yes No

FLSA: Non-Exempt **JOB CATEGORY:** M

TRAVEL REQUIRED: Yes (Up to 20%) No

AGENCY CAR FURNISHED: Yes No

WORK LOCATION: Army Information Management Operations Network Control Center
 (NGTX-AIM-O-NCC) Camp Mabry, 2200 W 35th Street, Austin, TX 78703

INTERVIEW LOCATION: Camp Mabry, 2200 W 35th Street – Building 33 - Austin, TX 78703

APPLICATION PROCESS: Applicant must complete and submit the State of Texas Application for Employment for each posting. Interviews are scheduled based on the information provided on the employment application. Summary of experience must be specific and clear, assumptions are not made. Include all employment history and do not leave questions blank. Resumes may be accepted at the time of interview. Copy of official transcript and proof of required certification may be required at interview. Submitted applications become public record and are subject to disclosure.

Upon hire with the State of Texas, males between the ages of 18 through 25 must provide proof of registration or exemption with the Selective Service. For further information, visit the Selective Service website at <https://www.sss.gov/RegVer/wfVerification.aspx>.

NATIONAL AGENCY CHECK AND INQUIRY: Selected candidate must complete security clearance. The process includes a National Agency Check and Inquiry (NACI) and fingerprinting. New employees must complete and sign the Office of Personnel Management (OPM) Form SF85P. Completed forms are submitted to the OPM for the background investigations.

HOW TO APPLY

<p>APPLY ONLINE AT: www.workintexas.com</p>	<p>MAIL APPLICATION TO: Adjutant General's Department ATTN: NGTX-RMH P. O. Box 5218 Austin, TX 78763-5218</p>	<p>APPLY IN PERSON: Monday-Friday, 8 AM to 4 PM 2200 West 35th St. Camp Mabry, Building 11 Austin, TX 78703 Telephone: (512) 782-5133</p>
<p>FAX APPLICATION TO: (512) 782-5669</p>		
<p>EMAIL APPLICATION TO: txagdstatejobs@tx.ngb.army.mil</p>		

The Adjutant General's Department does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. If you are in need of a reasonable accommodation, contact the State Human Resources Office, Adjutant General's Department.

GENERAL DESCRIPTION

Performs highly complex (senior-level) inventory work. Coordinates warehouse operations and ensures compliance with security requirements, loss prevention controls and procedures. Reports to the Network Control Center (NCC) Project Manager and works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

JOB DUTIES AND RESPONSIBILITIES

- Coordinates and maintains warehouse operations, including stocking and issuing materials, equipment and supplies.
- Coordinates schedules and conducts inventories on stock and supplies; reviews inventory control records and reports; and reviews and maintains inventory databases.
- Coordinates the disposal of surplus property or expired products and arranges and rotates supplies.
- Reviews and maintains accounting records of purchases, assigns inventory numbers to items, and monitors inventory and stock control records following loss prevention and agency guidelines.
- Reviews pricing and identification of supplies according to agency policies and procedures, stocks shelves and store supplies as required, and provides assistance to customers in finding products and making selections.
- Prepares and reviews estimates for supply needs; may prepares purchase order requests; and checks, verifies, and approves requests for replenishing supplies.
- Verifies the receipt of inventory or supply shipment and loads and unloads stock or supplies.
- Fills orders by packaging, mailing or delivering items using a ticket system.
- Document processes and procedures.
- Assists with reviewing property management procedures, policies and controls and recommends improvements.
- Provides routine management of fleet vehicles and key control.
- Maintains dispatch and maintenance management of fleet vehicles.
- Travels both in and/or out of state to perform job duties.
- Performs related work as assigned.

GENERAL QUALIFICATION REQUIREMENTS**EDUCATION:**

- Graduation from a standard senior high school or equivalent required.

EXPERIENCE:

- Two years experience in property accounting and inventory management work is required.

PREFERRED:

- Experience in receiving, storing and issuing equipment is preferred.
- Experience in verifying and documenting condition of incoming stock is preferred.
- Experience with state of Texas property accounting and inventory management is preferred.

REGISTRATION, CERTIFICATION OR LICENSURE:

- Valid driver's license is required. *Texas Driver's License will be required within first 30 days of employment. Satisfactory driving records are required for driving state or personal vehicles to conduct agency business.

Knowledge, Skills and Abilities

Knowledge of:

- warehousing methods and procedures to include transferring stock from one location to another;
- inventory and stock control record keeping;
- automated inventory-control systems;
- purchasing and requisitioning procedures;
- personal protection equipment (PPE) required under OSHA; and
- procedures used for reporting shortages, overages and damaged condition of incoming stock.

Skill in:

- operating trucks, forklifts and dollies to lift and/or move heavy equipment;
- transporting inventory materials and equipment; and
- verifying and documenting shortage, overage and damaged condition of incoming stock.

Ability to:

- pen, count and visually check contents of containers;
- perform administrative functions;
- read and follow instructions and plans;
- communicate clearly and effectively in both oral and written form;
- use common tools and equipment in the line of work; and may
- lift, move or carry up to 40 pounds.

Physical Conditions

Work involves standing, walking, stooping, kneeling, climbing and crawling. Work may be done in awkward and cramped positions. Frequently lifts, carries and sets up equipment and materials weighing up to 40 pounds.

Working Conditions

Works indoors in areas that are usually dusty, dirty and/or greasy. Works outdoors in hot or cold weather. Subject to burns, cuts, scrapes and bruises.

The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.