

Title: Storeroom Assistant	Effective Date: June 24, 2017	Grade: VI	Job Category: Admin. Support
Prior Title: Storeroom Assistant I, Stock Clerk	Prior Effective Date: September 17, 2015	Grade: V	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Storeroom Supervisor, this position is responsible for ordering, issuing, and maintaining District/Division stock inventories to ensure that materials are properly controlled and kept in adequate supply.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Issue stock.
- Work in warehouse, occasional outdoor work, and occasional work in poor weather conditions/ice and snow.
- Requisition or receive stock and complete required forms.
- Inspect, organize, and maintain inventories.
- Assist in all aspects of the equipment parts and storeroom operations.
- Organize and maintain open storage inventories.
- Assist in counting and reconciling consigned stock inventories.
- Load/assist in loading and unloading open and box trucks and tractor trailers, including lifting up to 50 pounds.
- Physically stock the warehouse shelves and operate a forklift, pallet jack, and hand truck.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to accurately record transactions, operate calculator, and computer terminal. Ability to operate fork lift and pallet jack (fork lift operation does not apply to the Mail and Supply Section). Working knowledge of Microsoft Word, Excel, Access, and Outlook desired. Valid driver's license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

