



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 24-69		
Business Title: Inventory and Store Specialist II	State Classification: Inventory and Store Specialist II	
Salary Group: A13	Salary: \$1,621.95-\$2,469.40 (Month) \$19,463.40-\$29,632.80 (Year) \$1,081.30-1,646.27 (Month) \$12,975.60-\$19,755.20 (Year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: 6506 Bolm Road, Austin, Texas 78721		
Posting Date: 03/15/2024	FLSA Status: non-exempt	Hours: (1)-24 hours-3 days: (2)-16 hours-2 days
Closing Date: Open until filled	Shift Differential: N/A	Openings: 2
Division: Chief Operations		Program: Surplus Property

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

- Must be able to work flexible hours during a legislative session and as needed.
- Due to the physical requirements of the position and the need to be onsite, this position is not eligible for work-from-home or telework.
- These are part-time positions. One position will work 3 (three) days a week and the other position will work 2 (two) days a week.

JOB SUMMARY:

Performs complex (journey-level) warehouse, inventory and/or retail sales work. Work involves stocking, arranging, and transferring warehouse inventory; displaying and selling merchandise; and monitoring store or warehouse operations for compliance with established procedures. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Assists with furniture pick-ups and moves; loads/unloads delivery trucks.
- Loads purchases; assists storefront customers; provides inventory information.
- Operates forklift, pallet jack, and other heavy equipment.
- Operates State motor vehicles, including box and bobtail trucks, in order to perform some essential functions.
- Labels, prices, stores, and locates property received.
- Maintains records; completes paperwork.
- Performs data entry and retrieval.
- Assists with performing inventory and compliance visits.
- Designs, assembles, and repairs modular workstations.
- Performs minor maintenance on surplus vehicles.
- May design, assemble, and repair modular workstations.
- May train others.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from a standard senior high school or completion of GED.
- Valid State of Texas Class “C” driver’s license.



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KNOWLEDGE, SKILLS & ABILITIES:

- Working knowledge of warehousing and inventory methods and procedures.
- Working knowledge of surplus property programs.
- Knowledge of inventory and stock control record keeping.
- Knowledge of reporting procedures.
- Knowledge of purchasing and requisitioning procedures
- Knowledge of state laws governing the handling of state property and of automated inventory control systems.
- Skill in the operations of a fork-lift and other warehouse machinery
- Skill in the maintenance and repair of modular furniture systems.
- Skill in the use of personal computers and applicable programs, applications, and systems.
- Ability to review warehouse operations for compliance with established procedures.
- Ability to operate a motor vehicle, including willingness to learn to operate delivery trucks.
- Ability to train others.
- Ability to communicate effectively, both orally and in writing.
- Ability to move up to 40 lbs. without assistance; ability to move up to 75 lbs. with assistance of equipment or other individuals.

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PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 15P Aviation Operations Specialist, 420A Human Resources Technician (Warrant), A0 Aviation Ordnancemean, 310X SC-Supply Corps Officer, SK Storekeeper, F&S Finance and Supply (Warrant), 0431 Logistics/Embarkation Specialist, 0402 Logistics Officer, 2G0X1 Logistics Plans, 20C0 Logistics Commander, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagementandProcurement.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

**Texas Facilities Commission
Central Services Building,
1711 San Jacinto, Austin, Texas 78711
Office 512-463-3433**



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If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office. We are unable to sponsor or take over sponsorship of an employment Visa.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 16503268

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