

Title: Lead Storeroom Assistant	Effective Date: May 20, 2024	Grade: IX	Job Category: Admin. Support
Prior Title: Lead Storeroom Assistant	Prior Effective Date: June 24, 2017	Grade: IX	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Storeroom Supervisor, this position assists in providing asset control for District/ Division materials, parts, and supplies.

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 Department of Transportation is an "at will" employer.

ESSENTIAL JOB FUNCTIONS:

- Make purchases utilizing purchase orders, Department P-card and on-line banking.
- Post stock receipts and issue transactions.
- Assist in reconciling inventory records.
- Process requisitions and purchase orders for the issuing and receiving stock.
- Perform physical count of inventory and reconcile actual stock count to computer-generated report.
- Order and re-stock items as necessary; label shelves.
- Process and documents returns as required following established procedures.
- May lead storeroom operations in the absence of the Storeroom Supervisor.
- Supervise storeroom operations during emergency shifts such as snow and ice operations.
- Operate forklift and/or pallet jack.

SECONDARY JOB FUNCTIONS:

- Responsible for ensuring the accuracy and data integrity of the information entered into the database/inventory management software.
- May provide backup to other positions in the office.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience in storeroom and/or inventory activities or related field.

Knowledge, skills and abilities: Ability to accurately record transactions and operate calculator. Thorough familiarity with the operation of personal computers and the use of Microsoft Word, Excel, Access, and Outlook. Knowledge of procedures for processing and updating automated stock inventories. Effective leadership, time management, and communication skills.

Physical requirements: Demonstrated ability to operate forklift and pallet jack (forklift operation does not apply to the Mail and Supply Section). Ability to lift up to 50 pounds with or without reasonable accommodation.

Working conditions: Work in warehouse, occasional outdoor work, and occasional work in poor weather conditions/ice and snow.

Licenses, registrations and certifications: 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.