



# Texas Facilities Commission Employment Opportunities

<b>JOB Vacancy Notice: FY 23-41</b>		
<b>Business Title: Inventory and Store Specialist</b>		<b>State Classification: Inventory and Store Specialist II</b>
<b>Salary Group: A12</b>	<b>Salary: \$2,320.00-\$3,167.00 (Month) \$27,840.00-\$38,004.00 (Year)</b>	<b>Hours/Week: 8:00am-5:00pm, Mon.-Fri.</b>
<b>Location: 6506 Bolm Road, Austin, Texas 78721</b>		
<b>Posting Date: 01/25/2023</b>	<b>FLSA Status: non-exempt</b>	<b>Hours: 40</b>
<b>Closing Date: Open until filled</b>	<b>Shift Differential: N/A</b>	<b>Openings: 2</b>
<b>Division: Chief Operations</b>		<b>Program: Surplus-Austin</b>

**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](http://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.

**JOB SUMMARY:**

Performs complex (journey-level) inventory or retail sales work. Work involves cashiering, stocking, arranging, and transferring 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:**

- Perform cash and credit sales transactions.
- Label, price, store, and locate property received.
- Maintain records and complete paperwork.
- Assists with furniture pick-ups and moves; loads/unloads delivery trucks.
- Loads purchases; assists storefront customers; provides inventory information.
- Operates State motor vehicles, including box and bobtail trucks, in order to perform essential functions.
- Performs data entry and retrieval.
- Assists with performing inventory and compliance visits.
- May operate forklift, pallet jack, and other heavy equipment
- May perform minor maintenance on surplus vehicles.
- May train others.
- May design, assemble, and repair modular workstations.
- Performs related work as assigned.

**MINIMUM QUALIFICATIONS:**

- Graduation from a standard senior high school or completion of GED.
- One (1) year of experience in direct sales, property accounting, warehousing work, and/or inventory management.
- Education in a related field may be substituted for experience on a year-for-year basis.
- Valid State of Texas Class “C” driver’s license.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Working knowledge of warehousing and inventory methods and procedures.
- Working knowledge of surplus property programs.
- Working knowledge of good customer service skills and or sales.
- Knowledge of inventory and stock control record keeping.



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- 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 operation of a fork-lift and other warehouse machinery.
- Skill in the maintenance and repair of modular furniture systems.
- Skill in the use of a personal computer and applicable programs, applications, and systems.
- Ability to review warehouse operations for compliance with established procedures.
- Ability to operate a motor vehicle, including 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.

## **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](http://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 51C Acquisition, Logistics and Technology (AL&T) Contracting NCO, 70K Health Services Material, 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](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.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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



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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.

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.

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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: 15810798**

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