

Title: Storeroom Assistant	Effective Date: May 20, 2024	Grade: VII	Job Category: Admin. Support
Prior Title: Storeroom Assistant	Prior Effective Date: June 17, 2023	Grade: VII	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 Department of Transportation is an "at will" employer.

ESSENTIAL JOB FUNCTIONS:

- Issue stock.
- Process requisitions and purchase orders for purchasing, issuing, and receiving stock.
- 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. Physically stock the warehouse shelves and operate a forklift, pallet jack, and hand truck.
- Perform routine clerical duties, including data entry, answering telephones, and assisting peers.
- Contact vendors for formal quotes and delivery information.

SECONDARY JOB FUNCTIONS:

- Responsible for ensuring the accuracy and data integrity of the information entered into the database/inventory management software.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school.

Knowledge, skills and abilities: Ability to accurately record transactions, operate calculator, and computer terminal. Working knowledge of Microsoft Word, Excel, Access, and Outlook desired.

Physical requirements: 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.