

Title: Lead Storeroom Assistant	Effective Date: June 24, 2017	Grade: IX	Job Category: Admin. Support
Prior Title: Storeroom Assistant II	Prior Effective Date: December 5, 2016	Grade: VIII	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 State Highway and Transportation Department is an "at will" employer.

- Make purchases utilizing a Department P-card and on-line banking.
- Post stock receipts and issue transactions.
- Assist in reconciling inventory records.
- Requisition or receive stock.
- Inspect and maintain inventories.
- Lead storeroom operations in the absence of the Storeroom Supervisor.
- Supervise storeroom operations during emergency shifts such as snow and ice operations.
- Operate fork lift and/or pallet jack.
- Work in warehouse, occasional outdoor work, and occasional work in poor weather conditions/ice and snow.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school plus one year of experience in related field. 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. Demonstrated ability to operate fork lift and pallet jack (fork lift operation does not apply to the Mail and Supply Section). 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.

