

Title: Storeroom Assistant I	Effective Date: May 11, 2012	Grade: V	Job Category: Admin. Support
Prior Title: Stock Clerk	Prior Effective Date: August 24, 2007	Grade: V	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Storeroom Supervisor, this position is responsible for ordering, issuing, and maintaining District 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 State Highway and Transportation Department is an "at will" employer.

- Issue stock for use by District maintenance and construction crews or for building stock and maintenance items.
- Requisite or receive stock and complete required forms.
- Inspect and maintain inventories.
- Assist in operation of equipment parts storeroom.
- Organize and maintain open storage inventories.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to accurately record transactions, operate calculator, and computer terminal. Working knowledge of Microsoft Word, Excel, Access, and Outlook desired.

("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.)

APPLICABLE TO MAIL & SUPPLY:

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.