

Title: Storeroom Assistant II	Effective Date: May 11, 2012	Grade: VIII	Job Category: Admin. Support
Prior Title: Storeroom Assistant II	Prior Effective Date: August 24, 2007	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 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.

- Post stock receipts and issue transactions.
- Assist in reconciling inventory records.
- Requisition or receive stock.
- Inspect and maintain inventories.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. 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 teleprocessing and updating automated stock inventories. 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.)

