



## TEXAS HOUSE OF REPRESENTATIVES

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### INTERNAL AND EXTERNAL JOB POSTING

### INVENTORY & STORE SPECIALIST II

**SUMMARY:** Performs duties associated with stocking, organizing, and moving inventory items in the Supply warehouse. Also involves complex clerical work, routine administrative support work, and providing supplies for other departments. Work is performed under general supervision with some latitude for individual initiative and judgement. All work performed under the direct supervision of the House Purchasing Manager.

**ESSENTIAL JOB DUTIES:**

- Stock, organize, and maintain inventory items in the Supply warehouse.
- Responsible for keeping the warehouse and loading dock area neat, clean, and swept.
- Communicate with House Purchaser when inventory is getting low and items need to be ordered.
- Transfer and move supplies from the Supply warehouse to the Supply store.
- Fold and organize flags.
- Perform complex data entry, keep records, and maintain files.
- Issue out items to House Business Office departments, upon request.
- Operate forklift, electric pallet jack, and other warehouse equipment.
- Pick up supplies for Purchasing & Supply department, when needed.
- Assist Receiving Clerk with large deliveries and act as a back-up receiver.
- Provide assistance answering phone calls, routing incoming calls, greeting staff, and vendor representatives.
- Must have flexibility to work extended hours and weekends, when necessary.
- Perform related work and other duties as assigned.

**EDUCATION & EXPERIENCE:** Graduation from a standard high school or equivalent, with a minimum of three years general work experience.

**KNOWLEDGE, SKILLS & ABILITIES:** Knowledge of office practices and administrative procedures. Ability to demonstrate teamwork, dependability, and adaptability. Proficiency in the basic use of a computer and desktop applications. Applicant must also be able to communicate effectively and professionally with managers, staff, vendor representatives, and delivery drivers. Ability and willingness to fill in and assist wherever needed within the House Business Office. The applicant will need to have knowledge of and ability to interpret and follow agency rules, regulations, policies, and procedures. Must be able to move, carry, and lift up to 75 lbs. Applicant must have a valid Driver's License and final candidates must provide proof of a clean, current driving record from the Texas Department of Public Safety.

**GENERAL SALARY INFORMATION:**

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|---------------|---|
| SALARY RANGE: | State salary group A13. Salary will be determined by experience and qualifications. |
| OPENING DATE: | April 3, 2024   |
| CLOSING DATE: | Until Filled  |
| APPLY TO:     | Texas House of Representatives  |

To be considered an applicant for this position, you must complete a Texas House of Representatives application. Applications may be found at: <https://house.texas.gov/resources/employment/>.

Employment application and resume may be mailed to:  
Texas House of Representatives  
Payroll/Personnel  
PO Box 2910  
Austin, Texas 78768

Employment application and resume may be emailed to:  
[House.personnel@house.texas.gov](mailto:House.personnel@house.texas.gov)

Please Note: Only applicants scheduled for an interview will be contacted. The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.