



TEXAS HOUSE OF REPRESENTATIVES

INTERNAL AND EXTERNAL JOB POSTING

INVENTORY AND STORE SPECIALIST I- PROPERTY CLERK

SUMMARY: The House Property Department is seeking a full-time property clerk for a temporary position beginning immediately and continuing through May 2021. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. All work performed under the direct supervision of the House Property Department manager.

ESSENTIAL JOB DUTIES: Performs routine property inventory work. Work involves transporting, electronic scanning and delivering furniture and equipment items. Maintaining property inventory records; assigning, recording and affixing property numbers to furniture and equipment and conducting property inventory on a regular basis. Performs other duties as assigned.

EDUCATION & EXPERIENCE: Graduation from high school or equivalent.

KNOWLEDGE, SKILLS & ABILITIES: The successful candidate will routinely deliver, pick up and electronically scan furniture to specific locations, which includes loading and unloading the truck; Maintaining inventory records; Some knowledge of office practices, basic bookkeeping and computer equipment; Ability to understand and carry out moderately complex verbal and written instructions; Ability to perform minor repairs to furniture and office equipment; Ability to communicate with elected officials, staff and general public; Ability to travel statewide to make deliveries to district offices (40%); Ability to drive a large truck; Ability to safely move up to 100 pounds. Applicants must have a valid Class C Texas Driver's License and final candidates must provide proof of a clean current driving record from the Texas Department of Public Safety (3-Year History Preferred). Must have flexibility to work extended hours and weekends as required. Must adhere to department dress code and demonstrate the ability to follow House Business Office and House Property rules, policies and procedures as set forth in the House Personnel Manual.

GENERAL SALARY INFORMATION:

SALARY RANGE: State Salary Group A-10. Salary will be determined by experience and qualifications.
OPENING DATE: March 6, 2020. This is a temporary position continuing through May 2021.
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/>.

Mail employment application(s) and resume(s) to:

Texas House of Representatives
Payroll/ Personnel Department
PO Box 2910
Austin, Texas 78768

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 on the basis of 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.