



Inventory and Store Specialist I

Salary Group: A10

Class Code: 1911

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
INVENTORY AND STORE SPECIALIST I	1911	A10	\$24,910 - \$36,571
INVENTORY AND STORE SPECIALIST II	1912	A12	\$27,840 - \$43,798
INVENTORY AND STORE SPECIALIST III	1913	A14	\$31,144 - \$49,134
INVENTORY AND STORE SPECIALIST IV	1914	A16	\$34,918 - \$55,130
INVENTORY AND STORE SPECIALIST V	1915	A18	\$39,521 - \$64,449

GENERAL DESCRIPTION

Performs routine (journey-level) inventory and/or retail sales work. Work involves stocking, arranging, and transferring inventory; displaying and selling merchandise; and monitoring store or warehouse operations for compliance with established security requirements and procedures. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Maintains, stocks, and issues materials, equipment, supplies, merchandise, or other inventory.

Maintains accounting records of purchases, assigns inventory numbers to items, and monitors inventory and stock control records following loss prevention and agency guidelines.

Prices and identifies merchandise according to agency policies and procedures, stocks shelves and store merchandise as required, and assists customers in finding products and making selections.

Conducts inventory of stock or merchandise and reviews inventory control records and reports.

Prepares estimates of supply and merchandise needs and prepares requests for replenishing supplies and merchandise.

Loads and unloads stock and merchandise.

Records sales and collects cash, receipts, and coupons according to established guidelines and fiscal control procedures for retail environments.

Disposes of surplus property or spoiled products and arranges and rotates merchandise.

May prepare purchase requests or orders, and maintains files and supporting documentation.

May operate a forklift and perform minor equipment maintenance.

May assist in filling orders by packaging, mailing, or delivering items.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in retail sales and inventory management work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of warehousing methods and procedures; inventory and stock control record keeping; retail sales practices and procedures; customer service; and standard business practices.

Skill in the use of a computer and applicable software.

Ability to transfer stock from one location to another, to review warehouse and store operations for compliance, to follow prescribed store and inventory control standards, and to communicate effectively.