



Inventory and Store Specialist III

Salary Group: A14

Class Code: 1913

<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 highly complex (senior-level) inventory and/or retail sales work. Work involves stocking, arranging, and transferring inventory; displaying and selling merchandise; and ensuring compliance with established security requirements, loss prevention controls, and procedures. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

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

Schedules and conducts inventories on stock and merchandise; reviews inventory control records and reports; and reviews and maintains inventory databases.

Disposes of surplus property or spoiled products and the arrangement and rotation of merchandise.

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

Reviews pricing and identification of merchandise according to agency policies and procedures, stocks shelves and store merchandise as required, and assists customers in finding products and making selections.

Prepares and reviews estimates for supply and merchandise needs; prepares purchase orders; and checks, verifies, and approves requests for replenishing supplies and merchandise.

Verifies the receipt of inventory or retail merchandise shipments and oversees the loading and unloading of stock and merchandise.

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

Determines the necessary mark-up of merchandise and ensures merchandise is correctly priced and displayed.

Assists with reviewing property management procedures, policies, and controls and may recommend improvements.

May negotiate with vendors on pricing for merchandise and other stock.

May provide guidance to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in property accounting, 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, of inventory and stock control record keeping, of retail sales practices and procedures, of customer service, of standard business practices, of merchandising, and of cost management 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, to communicate effectively, and to provide guidance to others.