



Position Title: Mail and Warehouse Coordinator
State Classification/Title/Salary Group: 1912 / Inventory and Store Specialist II / A12
Monthly Salary: \$2,320.00 – 2,984.92/ month plus state benefits
Position Location: Central Office, 2105 Kramer Lane, Austin, Texas 78758
Job Requisition #: 00011836 **FLSA Status:** Non – Exempt
Opening Date: October 6, 2020 **Closing Date:** **October 12, 2020**

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 92Y – Unit Supply Specialist, LS – Logistics Specialist, 420 – Storekeeper, 3051 – Inventory Management Specialist, 250X1 – Material Management or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf

General Description:

The Mail and Warehouse Coordinator reports to the Director of Staff Services and is responsible for performing duties related to mail processing, printing and reproduction, materials and equipment distribution, and warehousing. This position is subject to occasional travel and overtime as needed.

Essential Job Functions:

- Date-stamps all pieces of incoming mail, sorts mail, and delivers mail to Central Office recipients.
- Prepares cash receipt for all monies received and delivers to Financial Services Department.
- Coordinates print production jobs and delivers printed materials.
- 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.
- Stocks shelves and warehouse merchandise as required, and assists associates in finding products.
- Conducts inventory of stock or merchandise and reviews inventory control records and reports.
- Compiles and maintains an inventory database.
- Prepares estimates of supply and merchandise needs and prepares requisitions for replenishing supplies and merchandise.
- Prepares requisitions or orders and maintains files and supporting documentation.
- Loads and unloads stock and merchandise.
- Disposes of surplus property or spoiled products, arranges and rotates merchandise.
- Fills orders by packaging, mailing, or delivering items.
- May perform minor equipment maintenance.
- May assist with recording and issuing health certificates and other forms and updates the veterinarian database.
- Conducts basic purchases when needed and assists the Purchasing Section by reviewing and processing requisitions, receiving receipts and payment vouchers for completed documentation before filling.
- Assists with data entry, as needed.
- Performs other related duties as assigned.



Minimum Qualifications:

- Graduation from standard senior high school or GED.
- One-year experience in general administrative / clerical work.
- Experience in document production, mail, shipping, and receiving, is preferred.

Knowledge, Skills and Abilities: Knowledge of business terminology, office procedures, spelling, punctuation, grammar, and arithmetic; Knowledge of records administration and maintenance techniques and procedures; of warehousing procedures; and, of state purchasing policies and procedures helpful; Must have skill in using a personal computer and office equipment; Skill in the use of word processing and spreadsheet software programs; Ability to make arithmetic computations; to prepare and maintain detailed records, files, and reports; to transfer stock from one location to another; and, to maintain files; Ability to complete work assignments within established deadlines.

Other: Must have valid Texas drivers' license and safe driving record. Employment of the selected candidate is contingent upon receipt of an acceptable Moving Violation Record (MVR) from the Texas Department of Public Safety.

IMPORTANT: The TAHC is an emergency response agency. This position is subject to participate in rotating duty assignments away from its regular headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and may include duties other than those specified in the standard position description.

How to Apply:

To submit your application for employment, follow the link provide below, then select Apply Online. Create and/or Login to your on-line applicant profile and electronically submit your State of Texas Application for Employment.

All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information.

<https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00011836&tz=GMT-05%3A00&tzname=America%2FChicago>

Only interviewed applicants will receive notice of the final disposition of the selection process.

The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711. At time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

An Equal Opportunity Employer