

CLASS TITLE:

**STOREKEEPER
(ADULT CORRECTIONAL INSTITUTION)**

Class Code: 02433400

Pay Grade: 17A

EO: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the operation and maintenance of the supply stores and stockrooms in the Adult Correctional Institutions; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom are received assignments in broad outline; work may be checked in process to insure compliance with instructions.

SUPERVISION EXERCISED: As required, supervises the work of employees or inmates engaged in stock handling activities; checks work in process to insure compliance with instructions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the operation and maintenance of the supply stores and stockrooms in the Adult Correctional Institutions.

To maintain disbursement and inventory records.

To receive, inspect and record all incoming commodities and to supervise others engaged in such activities.

To select the proper location for all materials and supplies and to supervise the storing of them so that they may be most readily accessible.

To be responsible for the issuing, distribution and recording of all stocks and supplies.

To keep a daily check on all inventories on hand in order that timely steps may be taken to replace depleted items

To contact the directors of service units and vendors relative to the time and manner of making shipments.

To follow up delayed orders and seek to expedite deliveries.

To supervise the packaging and assembling of materials and supplies for distribution and to inspect all deliveries.

To make detailed reports.

As required, to participate in activities of a non-technical nature, not requiring special qualifications, such as: the direction of small trucking and transportation operations and the supervision of inmates working in a bakery.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of stock handling and related record-keeping and inventory work; a familiarity with general office procedures; the ability to keep records and prepare detailed reports; the ability to plan and supervise the work of others; the ability to carry out written and oral instructions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a responsible position in a warehouse, storeroom, store, toolroom or other type of establishment concerned with the storage, distribution and record-keeping of a diversified stock of materials, equipment and supplies.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: March 20, 1994

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