

CLASS TITLE:

STOREKEEPER

Class Code: 02431400

Pay Grade: 15A

EO: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the operation of a large supply store, stockroom or storeroom; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with some latitude for the exercise of independent judgement and initiative; work is subject to review in progress, and upon completion, for conformance to instructions, policies and rules and regulations, and for results obtained.

SUPERVISION EXERCISED: Supervises and reviews the work of subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise the operation of a large supply store, stockroom or storeroom.

To requisition supplies; review express and freight bills; maintain disbursement, inventory, credit and exchange records and write reports.

To receive, unpack, inspect, store and safeguard incoming materials, supplies and/or equipment.

To issue, and/or to pack and prepare for mailing or shipping, forms, supplies, equipment and/or materials.

To supervise workers engaged in maintaining materials stocked in bins, racks, or tables, or in refrigerators, and in work areas in a neat, orderly, safe and sanitary condition.

To maintain a perpetual inventory control system.

To inventory, and care for, furniture, equipment, supplies, fixtures and other state property.

When required, to supervise workers engaged in:

The operation and maintenance of mimeograph or copying machines, marking machines, stencil machines and/or stencil makers; receiving, storing and accounting for patients' personal clothing and items of personal property; the distribution of hospital supplies and food; receiving, and accounting for, packages sent to patients; issuing and/or packaging, and preparing for mailing or shipping, forms, supplies, equipment and/or materials; small trucking and transportation operation.

When required, to supervise inmates working in a bakery.

To determine the proper time and manner of receiving and shipping materials and to expedite delayed deliveries.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the procedures and methods of receiving, storing, distributing, and accounting for materials and supplies; a familiarity with general office procedures; the ability to maintain inventory and related records; the ability to prepare detailed reports; the ability to plan and supervise the work of others engaged in storekeeping and the maintenance of perpetual inventory control records; the ability to understand 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 supervisory position in a warehouse, storeroom, stockroom, or toolroom with responsibility for storage, distribution and record keeping activities.

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: April 27, 1986

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