

9800

STOREKEEPER 1

Nature of Work

Under moderate supervision, at the full-performance level, performs routine standardized duties in ordering, receiving, recording, storing, and shipping of supplies, materials, and/or equipment at a district, regional, or state stockroom or warehouse. May supervise stock clerks, clerks, drivers or other related positions. Performs related work as required.

Examples of Work_____

Orders supplies and equipment as requested.
Unloads shipments and stores items in an organized manner.
Records details of items received and/or dispersed.
Files, updates, and retrieves invoices, receipts, requisitions, transfers, and other information.
Inventories materials and/or equipment in stock or in use.
Solicits bids from vendors for materials and/or equipment.
Fills requisitions and delivers or ships items as necessary.
Assigns work to subordinate personnel.

Knowledge, Skills and Abilities_____

Knowledge of storeroom methods and procedures.
Knowledge of transportation and shipping methods and procedures.
Knowledge of safe handling procedures for equipment and materials involved.
Ability to understand and follow written and/or oral instructions.
Ability to safely perform moderately heavy manual labor in lifting and storing materials and/or equipment.
Ability to operate a forklift may be required for some positions.

Minimum Qualifications_____

TRAINING Graduation from a standard high school or the equivalent.
EXPERIENCE Two years of full-time or equivalent part-time paid experience as a stock clerk, or in a clerical capacity in connection with large-scale warehouse operations, or in handling materials.

Established: 10/16/90
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