

STOREKEEPER 2**Nature of Work**

Under general supervision, at the full-performance level, performs duties in ordering, receiving, recording, storing, and shipping of materials, and equipment at a district, regional or state stockroom or warehouse. May oversee the work of lower-level storekeepers or other related positions. Performs related work as required.

Examples of Work

Solicits bids from vendors.
Prepares contracts for some purchases.
Locates and orders supplies and equipment as requested.
Files, updates, and retrieves invoices, receipts, requisitions, transfers, and other information.
Determines cost estimates of equipment or materials required.
Issues materials and equipment as requisitioned and directs their shipping and/or delivery.
Inventories equipment and supplies and assigns inventory numbers as required.
Directs the work activities of lower-level storekeepers, clerks, stock clerks, drivers and related positions.

Knowledge, Skills and Abilities

Knowledge of storeroom methods and procedures.
Knowledge of safe handling procedures of equipment and supplies used by the agency.
Knowledge of various types and grades of equipment and supplies used by the agency.
Knowledge of transportation and shipping methods.
Ability to safely perform moderately heavy manual labor in lifting and storing materials and equipment.
Ability to understand, follow and relay written and/or oral communications.
Ability to operate a fork lift may be required for some positions.

Minimum Qualifications

TRAINING Graduation from a standard high school or the equivalent.

EXPERIENCE Three 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.

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