

**STOREKEEPER 3****Nature of Work**

Under general supervision, at the full-performance level, leads and participates in the ordering, receiving, recording, storing, and shipping of materials, and/or equipment in a state operated stockroom or warehouse. Performs related work as required.

**Examples of Work**

Leads the purchasing, receiving, storing, and dispersing of supplies, materials, parts, and equipment.  
Assigns work to subordinate personnel.  
Reconciles physical and documented inventories.  
Expedites the purchase of emergency supplies and equipment.  
Invoices and posts federal property acquisitions.  
Monitors volume of equipment and supplies to ensure adequate stock is on hand.

**Knowledge, Skills and Abilities**

Knowledge of storeroom methods and procedures.  
Knowledge of safe handling procedures of equipment and supplies.  
Knowledge of various types and grades of equipment and supplies used by the agency.  
Knowledge of transportation and shipping methods.  
Knowledge of the various types and grades of equipment and supplies used by the agency.  
Ability to compare materials and supplies with prescribed specifications.  
Ability to assign and review clerical procedures in the filing, updating, and retrieving of receipts, requisitions, invoices, transfers, and other information.  
Ability to safely perform moderately heavy manual labor in lifting and storing materials and equipment.  
Ability to operate a fork lift may be required for some positions.

**Minimum Qualifications**

**Training:** Graduation from a standard four-year high school or the equivalent.

**Experience:** Four 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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