



CLASS SPECIFICATION

Class Code: 0400
Date Est: 07/1973
Last Rev: 10/2016
Last Title Chg:
FLSA: Non-exempt
Probation: 6 months

STOREKEEPER

DEFINITION

Under general supervision, performs a variety of storekeeping and inventorying duties; receives, inventories, stocks and distributes a variety of materials and supplies associated with assigned department; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of full-time experience in a stockroom, warehouse or other stores-related position including the use of a computerized inventory system or software application to receive, disburse and conduct inventory control of a variety of supplies; OR an equivalent combination of related training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Receive, generate and sign requisitions for materials, parts, supplies or tools; order and obtain requested item or appropriate substitute from stock on hand, or through special online ordering; contact vendors to determine current prices and availability on materials, parts and supplies; pick up special or rush orders from local vendors; deliver requisitioned materials to various sites within the County.

Receive ordered goods from outside vendors; verify incoming goods against bills of lading, freight tickets, invoices or purchase orders; check for accuracy of shipped contents; contact vendor to correct any mistakes made on shipments received.

Pick up goods to be returned to vendors; prepare goods for shipment and ship goods.

Maintain storage area in a clean and organized manner to ensure that orders are filled expeditiously and inventories are completed accurately and efficiently.

Stock potentially hazardous materials including chemicals, cleaning supplies and motor lubricants according to federal, state, County and departmental standards for the safe handling of these materials.

Maintain a computerized inventory system of all stock received and disbursed; conduct physical inventory periodically to assist in the reconciliation of perpetual inventory records with actual stock on hand; determine which supplies can be utilized by existing programs and which can be distributed to other appropriate organizations and outside agencies.

May perform clerical duties such as reviewing documents, verifying information in an electronic record keeping system and/or database and researching discrepancies.

Perform data entry, compile information and/or data, proofread and maintain records.

Barcode department property that is not currently in fixed assets system.

Pick up and deliver supplies, materials and documents to and from other County departments and outside agencies; provide safe transportation of samples and materials according to federal, state, County and departmental standards.

Maintain owner manuals and parts books on various small equipment and tools.

Coordinate records management activities between the Records Retention Center and assigned departments.

Coordinate meeting rooms and equipment use according to the schedule.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental policies, procedures and operations.

Laws, rules and regulations that apply to the assigned function.

Operating characteristics of the computerized inventory system in the assigned function.

Occupational hazards and standard safety practices necessary in area of assignment.

Ability to:

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply pertinent laws, codes, and regulations including administrative and departmental policies and procedures.

Identify vendors or other sources available to obtain supplies.

Determine an appropriate substitute (if any) for a requested item.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Storekeeping and stockroom methods, practices and procedures.

Computerized inventory, electronic record keeping and standard software applications.

Techniques and methods of record keeping.

Basic mathematical principles.

Safe driving principles and practices.

Skill to:

Operate a motor vehicle safely.

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Ability to:

Identify supplies and parts and know their uses.

Read and comprehend product catalogs.

Perform price comparisons of various products and vendors.

Conduct accurate inventories of diverse property.

Prepare and maintain accurate and complete records.

Collect, verify and enter data; research discrepancies and/or inconsistent data.

Understand and accurately follow oral and written instructions.

Perform mathematical computations quickly and accurately.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit, stand, walk, kneel, stoop, twist, climb, lift 50 lbs., drive to different sites and locations; tolerate exposure to the outdoors, chemicals and mechanical hazards.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.