

Storekeeper Specialist

Job Code
1317K2

Job Title
Storekeeper Specialist

Pay Grade
18

CONCEPT:

This is warehouse work involving the performance of clerical and manual functions of average difficulty under general supervision. Responsibilities are directing the operation of a storeroom.

TASKS:

- Monitors storage areas, stock cards, log sheets, computer printouts and other disbursement records in order to keep track of inventory quantities and to determine reorder needs.
- Supervises, trains and provides assistance to subordinates concerning receipt, disbursement, storage and issuances of supplies, materials and equipment; supervises preparation of requisitions.
- Receives and examines office supplies, materials, equipment, food-stuffs and other goods, verifies receipt of items, checks the quantity and quality of received goods against purchase orders and receiving documents and notes discrepancies; takes physical inventories.
- Fills orders, issues materials over-the-counter and prepares goods for transfer or shipping.
- Records information on stock cards, log sheets, ledgers and other remaining forms in order to keep a balance on items and their locations, prepares or updates vendor catalogs and maintain current totals of transfer charges.
- Establishes, modifies and maintains receiving, stocking, storage, disbursing and loan procedures.
- Insures proper completion, computation and accuracy of physical inventory reports, disbursement forms and other related documents.

LEVELS OF WORK:

- Class Group consists of one class.

Minimum Requirements:

One year of experience in storekeeping, including receiving, inspecting, cataloging, and storing goods and maintaining inventory records. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13