

STOREKEEPER I

NATURE OF WORK IN THIS CLASS:

This is responsible manual and clerical work in the operation of warehouse containing a variety of items.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Receives, examines, and records the receipt of goods; unpacks and stores goods in proper areas.

Receives requisitions for items; withdraws goods from stocks; checks for conformance with requisition and fills orders.

Posts incoming or outgoing stock to inventory records; takes physical inventory of stock.

Initiates requisitions for replenishment of stock; handles shortage and damage claims.

Operates forklifts, trucks, or other equipment in the receipt and storage of supplies; may pick up or deliver supplies.

Maintains storage or bin areas **requiring** climbing ladders, reaching and lifting of heavy items.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the methods of receipt, requisitioning, handling, storing, and issuing of materials and supplies.

Knowledge of the types and uses of supplies carried in the warehouse.

Knowledge of warehouse safety practices.

Ability to maintain inventory records.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Skill in the safe operation of light equipment and other motor vehicle may be required for some assignments.

MINIMUM EXPERIENCE AND TRAINING:

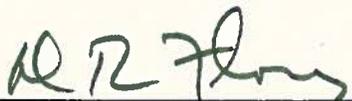
- (a) One year of experience in a stockroom or warehouse operation; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

ESTABLISHED: JULY, 1980

PAY RANGE: 16



DAVID R. FLORES, Executive Director
Civil Service Commission