

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Storekeeper 3

Definition

Performs technical work activities in the receipt, handling, storage, and issuance of equipment, foodstuffs, materials, merchandise, parts, supplies, tools, and related items in order to manage a stores operation, and leads two or more employees, volunteers, inmates, or residents in performing stores operations; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions, and reassignments.

Receives and assigns orders for compilation, packaging, and shipment to locations.

Determines method of shipment for orders that are sent.

Uses catalogs, parts lists, and related documents in the stores operation.

Takes periodic and annual inventories, maintains inventory controls, accounts for inventory discrepancies, and makes appropriate reports and recommendations to management.

Makes recommendations concerning stock levels and items to be stocked.

Contacts vendors, manufacturers, and transportation companies on complaints.

Places items in bins, containers, floors, lockers, and shelves according to the characteristics of the items to be stored.

Posts information in ledgers or to other records; extracts data from receiving or shipping papers, requisitions, and related documents.

Competencies Required

Knowledge:

- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Abilities:

- Extent Flexibility – Bend, stretch, twist, or reach with your body, arms, and/or legs.

- Near Vision – See details at close range (within a few feet of the observer).
- Static Strength – Exert maximum muscle force to lift, push, pull, or carry objects.
- Arm-Hand Steadiness – Keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Manual Dexterity – Quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Coordination – Adjusting actions in relation to others' actions.
- Speaking – Talking to others to convey information effectively.
- Time Management – Managing one's own time and the time of others.
- Service Orientation – Actively looking for ways to help people.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Three years of full-time work experience in clerical, inventory, stores, supply, or warehousing work.
- 2) Current, continuous experience in the state executive branch that includes twelve months of full-time work as a Storekeeper 2.

Notes

Designated positions in this class require possession of a valid Commercial Learner's Permit upon hire. Within a timeframe determined by the appointing authority, a valid Commercial Driver's License with the required endorsements and applicable restrictions must be obtained and subsequently maintained to continue employment.

Effective date: 06/19 SA