Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Stores Series

Classes in the Series

Class Code	Class Title
00235	Storekeeper 1
00236/80236	Storekeeper 2
00237/80237	Storekeeper 3

Series Concept

To provide support services in the handling, issuing, maintaining, physically controlling, receiving, or storing of items within a distribution system, and the associated maintenance of inventory and stock control records as well as preparation of necessary requisitions and stores records.

Exclusions

The following are excluded from classification within this series:

1. Positions that include full supervisory functions.
2. Positions performing:
    a. Contacting of vendors, developing specifications, and purchasing of items (Purchasing Agent).
    b. Preparation of requisitions and recordkeeping of purchases (Purchasing Assistant).
    c. Routing, receiving, processing, sorting, and delivery of mail (Mail Clerk).
    d. Procedural or substantive clerical work (Clerical Series).
    e. Movement of objects in conjunction with manual and physical laboring tasks (Maintenance Worker or Custodial Worker).
    f. Manual labor duties using hand and mechanical equipment in a warehouse distribution center or statewide warehouse facility (Warehouse Operations Worker).
    g. Receipt and storage for specialized automotive, truck and heavy equipment parts, tools and supplies at the Department of Transportation Central Warehouse (Parts Worker).

Class Distinctions

Storekeeper 1

Positions perform manual labor and routine clerical recordkeeping tasks, often in a small departmental or institutional storeroom, under the immediate supervision of an assigned lead worker or supervisor. Some positions involve receiving, handling, and distributing linen or clothing. The stores involved are common or standardized and used on a recurring basis, reflect relatively stable patterns of demand, or rarely pose unusual issues in regard to control, handling, identification, or storage.

Storekeeper 2

Storekeeper 2 incumbents handle perishable items and/or have limited lead work responsibility over another employee or inmate at a correctional facility involved with store operations.

Storekeeper 3

Positions at this level perform many of the tasks as found at the Storekeeper 1 and 2 levels. In addition, these positions are responsible for fully locally managing and controlling the stores and items assigned to a large departmental or institutional storeroom or central distribution center, under general supervision. Incumbents are assigned as lead workers over other employees involved in the stores operation, usually Storekeeper 1s and 2s or clerical staff, or inmates at a correctional facility.

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