

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

## Storekeeper 1

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### Definition

Performs manual labor and routine clerical record-keeping tasks in the receiving, storing, shipping, and issuing of supplies, linen, or clothing in a departmental and institutional storeroom; 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

Receives, unpacks, and places goods or supplies in storage places; checks items for damage and correct counts.

Issues supplies, clothing, or linen from the storeroom; delivers supplies as required.

Assembles, packs, and transports or arranges for the transportation of items stored; loads and unloads supplies as required.

Picks up and delivers items to units in other buildings and locations.

Takes physical inventory of stock on hand.

Keeps receiving and shipping records related to inventories; maintains back-order files.

Operates materials handling equipment such as dollies, scales, and hand trucks.

Cleans and maintains area and equipment.

Sorts, distributes, and marks new or clean clothing or linen; weighs, counts, and sorts soiled clothing or linen; makes minor alterations or repairs to clothing.

### 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.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.
- Production and Processing – Raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

- Basic Arithmetic – Addition, subtraction, multiplication, and division.

**Abilities:**

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Perceptual Speed – Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

**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.
- Reading Comprehension – Understanding written sentences and paragraphs in work-related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Service Orientation – Actively looking for ways to help people.
- Time Management – Managing one's own time and the time of others.

**Minimum Qualification Requirements**

No specific education or experience is required.

**Notes**

Within a period of time after hire, as determined by the appointing authority, employees in this class may be required to obtain a Commercial Driver's License (CDL) and endorsements.

*Effective date: 05/25 KC*