

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

STOREKEEPER 2

DEFINITION

Performs receiving, handling, storing and issuing tasks involving supplies and perishable items, and/or may have limited leadwork responsibility over another employee or inmate involved in store operations; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Examines, counts, sorts, weighs, marks and tags incoming items; verifies receipt of items against bills of lading, requisitions or invoices.

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

Maintains inventory records; reconciles balances with inventories after completion of physical inventory.

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

Maintains back order files and releases orders for shipment, as stock is received and available for use.

Prepares requisitions, orders and other papers for purchasing or requisitions for additional stock needs.

Fills orders or issues supplies from stock; verifies accuracy of requisitions by comparing stock numbers, authorized substitutes and other cross-reference information through the use of manuals, catalogs, parts lists and related documents.

Delivers and/or picks up items in other buildings and locations.

Takes physical inventories of stock.

Packages and crates outgoing orders to minimize damage or loss; makes minor adjustments and repairs to items in stock.

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.

COMPETENCIES REQUIRED

Knowledge of the characteristics, features, and uses of items supplied.

Knowledge of the objectives of a supply system operation.

Ability to learn and apply departmental supply regulations and procedures.

Ability to lift heavy objects and perform prolonged physical labor.

Ability to perform mathematical calculations involving addition, subtraction, multiplication and division.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to two years of full-time clerical, inventory, stores, supply, warehousing or other job related work;

OR

employees with current continuous experience in the state executive branch that includes experience equal to twelve months of full-time work as a storekeeper 1.

NOTE:

Designated positions in this job class require applicants to obtain the required Commercial Drivers License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date: _____ 3/01 _____ MF