

STOREKEEPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves ordering, receiving, storing and dispensing supplies in a storeroom of the County Highway garage. Duties are performed under the general supervision of the Automotive Maintenance Supervisor with leeway allowed for the use of independent judgement in carrying out the details of the work. Direct supervision is exercised over the work of the Assistant Storekeeper. A Storekeeper does related work as required.

TYPICAL WORK ACTIVITIES:

- Orders and maintains an adequate supply of automotive parts, tools and other supplies;
- Receives supplies by helping to unload them from delivery trucks, unpacks the goods, and checks them against the invoice statement or purchase order;
- Calls suppliers regarding correction of errors in invoices or amounts received in shipments;
- Stores the supplies in the proper areas of the storeroom and forwards packing slips to office for processing;
- Issues supplies and tools to personnel, maintains a record of what items were taken out of stock and the person to whom it was issued, makes note of the remaining supply of items;
- Maintains inventory cards on all items received in the storeroom by recording the item received, the date received, the vendor, and invoice number;
- Takes periodic inventory of goods in stock and checks items against inventory cards;
- Arranges transportation for goods that are not delivered by supplier;
- Cleans and maintains storeroom area;
- Returns compressed gas cylinders to prevent demurrage charges.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of storeroom procedures and methods used in ordering, receiving, storing a variety of supplies; good knowledge of the tools, equipment and supplies used in the department; ability to keep accurate inventory records; clerical aptitude; ability to get along well with others; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one year of experience in ordering, receiving, storing or shipping supplies;

OR

- B. Two years of experience in ordering, receiving, storing or shipping supplies.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION