

Class Concept

Work of this class involves the requisitioning, receipt, storage, issuance and care of forms, supplies, materials and equipment, etc. Work is performed in accordance with established stock keeping procedures but requires some judgment in identifying, substituting, selecting and requisitioning items as required. May involve heavy lifting (i.e., moving furniture, etc.). May function in a lead role. Work is evaluated according to the effectiveness of the storeroom operation, accuracy of records maintained and occasional physical check of items stored.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of cataloguing inventory techniques.
- Working knowledge of packaging and shipping procedures and practices (i.e., shrink wrap, etc.).
- Working knowledge of inventory recordkeeping methods and procedures.
- Basic technological knowledge and ability to operate a computer (including Microsoft Word and Excel).
- Basic knowledge of computerized procurement/inventory systems.
- Ability to operate appropriate warehouse equipment (i.e., pallet jack, forklift, etc.).
- Ability to effectively manage time and meet deadlines.
- Ability to conduct manual inventory counts and make rapid and accurate mathematical calculations.
- Ability to understand and follow oral and written instructions.
- Ability to maintain effective working relationships with other employees.
- Physical strength to lift and move relatively heavy objects (i.e., furniture, etc.).

Minimum Education and Experience

High school or General Educational Development (GED) diploma and one year of related experience; or an equivalent combination of education and experience.