ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

STOREKEEPER I

POSITION CODE: 43051
Effective: 9-1-11

DISTINGUISHING FEATURES OF WORK:

Under general supervision, operates a central institutional or departmental storeroom or warehouse of moderate size or assists a higher level storekeeper in some phase of the operation in a larger unit; processes a variety of general, industrial, mechanical or office supply items of considerable value; stores stock or equipment; prepares items for shipment to other points; checks quantity and quality of stores; maintains inventory and other records of stock received and issued; may occasionally drive vans and trucks to replenish or deliver stock items where this is not a preponderant duty of the work.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Prepares or assists in preparation of necessary requisitions for stock replacement; initiates emergency purchases of minor items as authorized.

2. Checks quantity and quality of stores received to see that they conform to prescribed specifications; prepares receiving reports.

3. Supervises other employees or inmate help in proper receiving, storing or shipping of merchandise; observes merchandise and supplies for damages or spoilage when received; contacts vendors as required.

4. Develops efficient stores methods in allocation of proper bins or storage place assignment.

5. Schedules the pick-up of stores inventory and supply sub-orders; may occasionally drive vehicles requiring a CDL B license as part of a stores operation to pick-up supplies from vendor sites; drives a van or truck in the pick-up and delivery of stores goods.

6. Packs or supervises the packing or wrapping of goods to be shipped.

STOREKEEPER I (Continued)

7. Makes necessary transportation arrangements for loads to be shipped; prepares shipping documents.

8. Maintains or supervises maintenance of records incidental to perpetual inventories.

9. May operate materials handling equipment, scales, and calculator.

10. Acts as timekeeper; maintains records incidental to accumulation of costs.

11. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill, and mental development equivalent to completion of four years high school.

Requires one-year experience in the keeping of stores and stores records.

Knowledges, Skills and Abilities

Requires working knowledge of storeroom and warehouse methods, procedures, inventory record keeping and controls.

Requires working knowledge of transportation agencies, shipment methods, and purchase and requisition procedures.

May require possession of a valid and appropriate driver's license, to include a CDL license for some positions.

Requires ability to supervise and instruct others in stock handling duties.

Requires ability to prepare stock records and reports.

Requires ability to determine quality of goods against prescribed specifications.

Requires ability to perform arduous labor.