

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

STOREKEEPER II

POSITION 43052
CODE:
Effective Date: 9-1-11

DISTINGUISHING FEATURES OF WORK:

Under direction, performs large scale supervisory storekeeping work in a central storeroom or warehouse involving the receipt, storage and distribution of a large and varied stock of institutional, and/or mechanical and/or office supplies and equipment; stores and ships valuable or perishable stocks; maintains or supervises the keeping of important inventory and other stores records used as controls for purchasing or other management purposes; may recommend or advise on purchases to be made; 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. Plans, assigns and reviews work of regular employees and/or inmates in storeroom.
2. Supervises the receipt, storage, issuance, and delivery of a large and varied stock of industrial goods, foodstuffs, maintenance, office, or medical supplies, frequently exercising exceptional care in proper storage of certain stock items.
3. Supervises proper packaging and distribution of goods are requisitioned and in shipments to other facilities.
4. Supervises the taking of periodic physical inventories; balances results against perpetual inventory records.
5. Schedules the pick up of stores inventory and supply suborders; drives a van or truck to replenish or deliver stores goods as part of the stores operations.

6. Makes estimates of stock needs; consults with superiors as to changes in inventory levels; inspects goods received; approves invoices for payment; contacts vendors as required.

STOREKEEPER II (Continued)

7. Maintains inventory and other stores records involving a large holding of goods of diverse type; maintains inventory controls for stock ordering.
8. 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 two years experience in the keeping of stores and stores records.

Knowledges, Skills and Abilities

Requires extensive knowledge of storekeeping and warehousing methods and procedures in the receipt, storage, and shipment of a variety of goods.

Requires working knowledge of purchase and requisition procedures and of the uses of grading for different types of merchandise.

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

Requires working knowledge of transportation agencies and shipment methods.

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

Requires ability to keep perpetual inventory records.

Requires ability to make inspections for quality of goods against purchase orders and specifications.

Requires ability to perform arduous labor.