

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

STOREKEEPER III

POSITION CODE: 43053

Effective: 9-1-11

DISTINGUISHING FEATURES OF WORK:

Under general direction, supervises large scale storekeeping and warehousing work in an institution or department, involving the receipt, storage and distribution of large and varied stocks of general, institutional, and/or mechanical and/or office supplies and equipment; makes special arrangements for proper storage, rotation or shipment of valuable or perishable stocks; supervises the keeping of important inventory and other store records used as a control for purchasing or other management purposes; 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 the work of regular employees and/or inmates in storerooms some of which may be geographically distant from the central storehouse.
2. Supervises the receipt, storage, issuance, and delivery of a large and varied stock of foodstuffs, maintenance, office, or medical supplies, frequently requiring exceptional care for proper storage of certain stock items.
3. Supervise the taking of periodic physical inventories, balancing of results against perpetual inventory records and accounting for variances.
4. Makes estimates of stock needs; consults with superiors as to changes in inventory levels; inspects goods received; approves invoices for payment; contacts vendors on purchases or complaints.
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. Supervises the maintenance of a variety of clerical and accounting records necessary to inventory control, purchasing, cost systems and budgetary.

STOREKEEPER III (Continued)

7. 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 supervisory 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 extensive knowledge of purchasing and requisitioning procedures and 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 ability to supervise the keeping of inventory records.

Requires ability to supervise and instruct other workers.

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