NEW 02 AUG 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Storekeeper 1	CODE: 14741C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general supervision from storekeeper supervisor or administrative supervisor, receives & distributes stock & supplies in one-person storeroom (i.e., storeroom with no other employees, including supervisory personnel), receives shipments, unloads stock & checks for correct quantity & condition, issues & delivers supplies & equipment; may in small operating agency, also be responsible for receipt, sorting, distribution & pick-up of mail;

PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	49-69	Receives & distributes stock & supplies in one-person storeroom (i.e., storeroom with no other employees, including supervisory personnel), receives shipments, unloads stock & checks for correct quantity & condition, issues & delivers supplies & equipment.	Knowledge of (1) inventory control, (2) industrial safety practices; skill in (3) operation of fork lift*; ability to (4) recognize unusual or threatening conditions & take appropriate action, (5) add, subtract, multiply & divide whole numbers, (6) read short sentences with basic, concrete vocabulary, (7) sort items into categories according to established methods, (8) work alone on most tasks, (9) demonstrate strength to lift up to 100 lbs.
2	16-36	Maintains perpetual inventory; requisitions needed stock pending approval of supervisor; rotates stock for efficient storage; maintains all related records & reports.	Knowledge of 1, (10) office practices & procedures (e.g., requisition & record keeping procedures)*; ability to 5, 6, 7, 8.
3	1-7	Maintains clean & orderly storeroom (e.g., sweeps, dusts).	Knowledge of 2; ability to (11) demonstrate physical fitness.

(101)

123:1-2-12

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (including license, if any.) Ability to add, subtract, multiply & divide whole numbers & to read & write simple sentences, plus: 1 course in inventory control (or 1 mo. exp.); 1 course in industrial safety practices (or 1 mo. exp.); or equivalent.	TRAINING & DEVELOPMENT:

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