NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Storekeeper 2	14742C
MAJOR AGENCIES:	**JURISDICTION:**
County Offices, Universities	Co., Univ.

FUNCTION: Under general supervision from storekeeper supervisor or administrative superior, serves as lead worker (i.e., provides work direction & training of others) over stores clerks &/or mechanical stores clerk or inmate workers engaged in receiving, inspecting, storing & distributing supplies & equipment;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	47-67	Serves as lead worker (i.e., provides work direction training) over stores clerks &/or mechanical stores clerk or inmate workers engaged in receiving, inspecting, storing & distributing supplies & equipment.	Knowledge of (1) supervision*, (2) employee training & development*, (3) industrial safety practices, (4) office practices & procedures; ability to (5) deal with problems involving several variables in familiar context, (6) add, subtract, multiply & divide whole numbers, (7) read simple sentences with common vocabulary, (8) gather, collate & classify information about data, people or things, (9) establish friendly atmosphere as supervisor of work unit.
2	16-36	Orders supplies, checks invoices & schedules delivery date for all supplies & equipment.	Knowledge of 4, (10) inventory control, (11) purchasing & requisition procedures*; ability to 5, 6, 7, 8.
3	7-27	Maintains all shipping, receiving & inventory records.	Ability to 8.

123:1-2-12 (102)

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary & 4 mos. exp. in managing storeroom plus: 1 course in industrial safety practices (or 1 mo. exp.); 1 course in inventory control (or 1 mo. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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