

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES:</u> STOREKEEPER	<u>SERIES NO.:</u> 1474
	<u>MAJOR AGENCIES:</u> ATTORNEY GENERAL	<u>EFFECT. DATE:</u> <u>NEW EFF. DATE:</u> 01/13/1991

SERIES PURPOSE:

THE PURPOSE OF THE STOREKEEPER OCCUPATION IS TO RECEIVE & DISTRIBUTE STOCK & SUPPLIES TO AGENCY PERSONNEL.

AT THE LOWER LEVEL, INCUMBENTS RECEIVE & DISTRIBUTE SUPPLIES IN A ONE-PERSON STOREROOM.

AT THE HIGHER LEVEL, INCUMBENTS LEAD STORE CLERKS IN A VARIETY OF STOREROOM ACTIVITIES.

CLASS TITLE:
STOREKEEPER 1

CLASS NUMBER:
14741

EFFECTIVE DATE:
01/13/1991

NEW EFFECTIVE DATE:

CLASS CONCEPT:

THE FULL PERFORMANCE LEVEL CLASS WORKS UNDER GENERAL SUPERVISION & REQUIRES WORKING KNOWLEDGE OF INVENTORY CONTROL & AGENCY STOREROOM & WAREHOUSE PROCEDURES IN ORDER TO RECEIVE & DISTRIBUTE STOCK & SUPPLIES IN A ONE-PERSON STOREROOM OR IN A LARGE CENTRAL WAREHOUSE.

CLASS TITLE:
STOREKEEPER 2

CLASS NUMBER:
14742

EFFECTIVE DATE:
01/13/1991

NEW EFFECTIVE DATE:

CLASS CONCEPT:

THE FULL PERFORMANCE LEVEL CLASS WORKS UNDER DIRECTION & REQUIRES CONSIDERABLE KNOWLEDGE OF INVENTORY CONTROL & AGENCY STOREROOM OR WAREHOUSE PROCEDURES IN ORDER TO LEAD TEAM OF EMPLOYEES IN RECEIVING, INSPECTING, STORING & DISTRIBUTING STOCK & SUPPLIES.

CLASS TITLE: STOREKEEPER 1	CLASS NO.: 14741	BARG. UNITS: 045
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EFFECTIVE DATE:

01/13/1991

NEW EFFECTIVE DATE:

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

RECEIVES & DISTRIBUTES STOCK, SUPPLIES &/OR E EQUIPMENT IN ONE-PERSON STOREROOM (I.E., STOREROOM WITH NO OTHER EMPLOYEES, INCLUDING SUPERVISORY PERSONNEL) OR IN LARGE CENTRAL WAREHOUSE, REVIEWS INVOICES, PURCHASE ORDER CODES &/OR PACKING SLIPS TO ENSURE CORRECTNESS OR ITEMS & TO ENSURE ACCURATE QUANTITIES DELIVERED, INSPECTS STOCK FOR DAMAGE & EXPIRATION DATE IS APPLICABLE, UNLOADS STOCK, FILLS ORDERS, DELIVERS STOCK & STORES APPROPRIATELY.

INVENTORIES & ORDERS SUPPLIES &/OR EQUIPMENT; COMPLETES INVENTORY & OTHER RELATED RECORDS; ROTATES STOCK FOR EFFICIENT STORAGE; PROCESSES IN-COMING &/OR OUTGOING MAIL; CLEANS & ORGANIZES STOREROOM; PHOTOCOPIES MATERIAL; OPERATES EQUIPMENT TO MOVE & STORE STOCK OR EQUIPMENT; CHECKS OTHER PERSONNEL'S ORDERS FOR CORRECTNESS; MAINTAINS ACCURATE RECORDS.

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF INVENTORY CONTROL; AGENCY STOREROOM OR WAREHOUSE PROCEDURES*; ADDITION, SUBTRACTION, MULTIPLICATION, DIVISION, FRACTIONS, PERCENTAGES; ABILITY TO SORT ITEMS INTO CATEGORIES ACCORDING TO ESTABLISHED METHODS; COMPLETE FORMS ACCURATELY; WORK ALONE ON MOST TASKS; LIFT UP TO 60 LBS. OF STOCK OR EQUIPMENT REPEATEDLY.

(*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

FORMAL EDUCATION IN ARITHMETIC THAT INCLUDES ADDITION, SUBTRACTION, MULTIPLICATION, DIVISION, FRACTIONS & PERCENTAGES; 3 MOS. TRG. OR 3 MOS. EXP. IN INVENTORY CONTROL.

_OR ALTERNATIVE, EQUIVALENT EVIDENCE OF THE MAJOR WORKER CHARACTERISTICS NOTED ABOVE.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:

MAY BE EXPOSED TO LOUD OR CONSTANT NOISE FROM OFFICE MACHINES; MAY BE EXPOSED TO WEATHER; MAY BE REQUIRED TO WORK OUTSIDE; MAY BE REQUIRED TO WORK OVERTIME.

CLASS TITLE: STOREKEEPER 2	CLASS NO.: 14742	BARG. UNITS: 045
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EFFECTIVE DATE:

01/13/1991

NEW EFFECTIVE DATE:

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

LEADS TEAM OF STORE CLERKS &/OR STOREKEEPER 1'S (I.E., PROVIDES WORK DIRECTION & TRAINING) IN RECEIVING, INSPECTING, STORING & DISTRIBUTING STOCK, SUPPLIES &/OR EQUIPMENT; RECOMMENDS CHANGES IN & ENFORCES STOREROOM OR WAREHOUSE PROCEDURES.

INVENTORIES & ORDERS SUPPLIES & EQUIPMENT; RECEIVES, INSPECTS, STORES & DISTRIBUTES ITEMS; COMPLETES & MAINTAINS SHIPPING, RECEIVING & INVENTORY RECORDS; PREPARES OR OVERSEES PREPARATION OF REQUISITION ORDERS; ASSISTS IN PREPARATION OF STOREROOM BUDGET; LABELS STOCK ITEMS; UNLOADS TRUCKS; OPERATES EQUIPMENT TO MOVE & STORE STOCK OR EQUIPMENT; MAINTAINS ACCURATE RECORDS.

MAJOR WORKER CHARACTERISTICS:

N.A.

(*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

FORMAL EDUCATION IN ARITHMETIC THAT INCLUDES ADDITION, SUBTRACTION, MULTIPLICATION, DIVISION, FRACTIONS & PERCENTAGES; 6 MOS. TRG. OR 6 MOS. EXP. IN INVENTORY CONTROL.

-OR EQUIVALENT OF MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT NOTED ABOVE.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:

MAY BE EXPOSED TO LOUD OR CONSTANT NOISE FROM OFFICE MACHINES; MAY BE EXPOSED TO WEATHER; MAY BE REQUIRED TO WORK OUTSIDE; MAY BE REQUIRED TO WORK OVERTIME.