

NEW CASTLE COUNTY GOVERNMENT

Number 0082

CLASS SPECIFICATION

Page 1 of 2

Date 02/08/17

Title: STOREKEEPER

Approved



GENERAL STATEMENT OF DUTIES:

The Storekeeper is responsible for all warehouse operations activities including shipping and receiving, deliveries, coordinating stock, documenting warehouse transactions, maintaining records, and overseeing storage of surplus inventory and property for New Castle County. Performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This employee performs a variety of shipping/receiving and stocking activities; stores and distributes supplies and equipment and maintains inventory and stock records; This employee may supervise support staff.

EXAMPLES OF WORK: (Illustrative only)

- Maintains the warehouse and inventory areas in a neat and orderly manner;
- Assists employees in the receipt, issuance, and storage of equipment, supplies, and uniforms;
- Receives and inspects all incoming materials and reconciles with purchase orders;
- Processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.
- May make deliveries of requested supplies and/or surplus property to departments when necessary;
- Receives, tags, stores photographs and tracks surplus property; prepares property lists for items to be sold at auctions;
- Inspects supplies and equipment and recommends disposition;
- Determines extent of damage to equipment and what repairs are necessary;
- May make repairs and adjustments to tools and equipment;
- Ships or returns canceled and damaged items back to vendors;
- Operates a fork lift truck or front end loader to load and unload materials;
- Supervises and assists in taking a complete inventory on a cyclical basis;
- Keeps up-to-date inventory issue and receipt records;
- Assists in establishing and maintaining minimum and maximum stock levels;
- Assists in developing and implementing operating procedures;
- May train and direct the work of seasonal employees;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer, and other related equipment in the course of the work.

NEW CASTLE COUNTY GOVERNMENT

Number 0082

CLASS SPECIFICATION

Page 1 of 2

Date 02/08/17

Title: STOREKEEPER

Approved:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of modern warehouse procedures, including receiving, storing, and issuing large quantities of equipment and supplies; Good knowledge of computerized warehouse record keeping systems; knowledge of basic stock inventory procedures and ability to maintain perpetual inventory records; ability to institute action on items not returned; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain good working relationships with other employees; ability to lift heavy objects

MINIMUM QUALIFICATIONS: At least three (3) years' experience working in a storeroom, warehouse or related field and completion of a standard high school course or GED certificate program; or any equivalent combination of experience and training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent; ability to pass a Class II County physical examination and background check.

HISTORY OF REVISIONS:

Established: 10/09/75
Revised: 07/26/88
Revised: 03/20/89
Revised: 08/13/90
Revised: 01/24/95
Revised: 11/01/98
Revised: 05/01/03
Revised: 02/08/17