

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**STOREKEEPER**

**Position Code: K8655**

**DISTINGUISHING FEATURES OF THE CLASS**

Under direction, performs storekeeping and warehousing work in the Office of the Secretary of State involving the receipt, storage and distribution of a varied stock of industrial or institutional goods and maintenance or office supplies and equipment; may make special arrangements for stock requiring exceptional care; maintains physical or computerized records of inventory and distribution activity; may provide direction to other employees in the proper receiving, storing, packaging and shipping of goods and materials.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Receive and examine shipment contents, verify accuracy and quality of shipment; record shipment data, noting damages or discrepancies, into inventory records, manually or using computerized systems.
2. Unpack and store items in an orderly, accessible and proper manner; may mark inventory with identification tags or other identification/tracking labels.
3. Takes periodic physical inventory of stock; balances results against perpetual inventory records and accounts for variances.
4. Monitors inventory, maintains stores records and assists in the preparation of requisitions for stock replacement; consults with supervisor as to changes in inventory levels; may initiate emergency purchase of certain items and approve invoices for payment; may contact vendors as required.
5. Processes requests for stores, records withdrawal of stores from inventory; prepares goods/materials for shipment, delivery or pick-up; prepares shipping orders, instructions or other documentation; makes necessary transportation arrangements.
6. Operates materials' handling equipment, scales, meters, calculators and scanners.
7. Maintains records incidental to time costs, distribution, loss, damage or waste.
8. Performs other duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to the completion of high school **and** one (1) year general work experience.

## **STOREKEEPER (Continued)**

### **Knowledge, Skills and Abilities**

Requires working knowledge of storeroom and warehouse methods, procedures, inventory recordkeeping and controls.

Requires working knowledge of transportation agencies, shipping methods, requisitions procedures and uses of grading for different types of merchandise.

Requires knowledge of computers and electronic inventory systems.

Requires ability to direct and instruct others in stock handling duties.

Requires ability to keep perpetual inventory records via manual or computerized systems.

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

Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

### **EXAMINATION INFORMATION**

Tests and Weights:                      Training and Experience, 100%

Length of Eligibility:                      1 year

Established:    September 15, 1981

Revised:        August 19, 2015