



Classification: Storekeeper II

Title Code: V00204

Pay Range: 15

POSITION SUMMARY: This is mid-level work overseeing a storekeeping area and assisting in the operation of the Patrol's warehouse, involving the receipt, storage, distribution, and/or acquisition of inventory. An employee in this position is also responsible for shipping/delivering merchandise to all Patrol locations throughout the state of Missouri. Work is performed under general supervision within the framework of well-established rules and procedures.

DESCRIPTION OF DUTIES PERFORMED: (Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Oversees all storekeeping areas within the Patrol's warehouse and assists with the receipt and dissemination of property within the Patrol's supply system.

Receives and unpacks incoming inventory items; inspects for quality, quantity, and conformance with specifications; rejects shipments not meeting indicated specifications; and certifies receipts in order to authorize payment to vendors.

Maintains computerized and/or manual records of inventory items received, stored, issued, ordered, returned, disposed, and/or sold. Takes physical inventories to determine quantities on hand and/or reconcile records.

Labels and places inventory items in appropriate storage areas; rotates as necessary.

Orders inventory using established specifications to replenish stock; purchases emergency items.

Develops storekeeping methods and procedures to ensure efficiency; establishes inventory levels and reorder points based on usage and delivery lead times to ensure adequate supply.

Fills requisitions; prepares items to be delivered or shipped; and makes necessary transportation arrangements.

Delivers supplies to all Patrol facilities throughout the state.

Recommends new or modified storage methods.

Serves as an assistant to the supply manager in the operation of the warehouse.

May act as lead to other warehouse employees tasked with similar responsibilities.

May assist in the operation of high volume copiers, collators, folders, and other printing equipment in the Patrol printing facility as needed.

Operates office equipment (e.g., calculator, copier, personal computer, fax machine, telephone, printer, shredder, etc.).

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of storeroom methods and procedures.

Comprehensive knowledge of purchasing and requisition procedures.

Comprehensive knowledge of operating and maintaining on-line inventory management software to receive, inventory, and issue supplies.

Ability to evaluate quality and quantity of inventory items for conformance with purchase orders and specifications.

Ability to verify documents and reports produced and received and take proper steps to reconcile errors.

Ability to provide instruction and guidance to others in material handling and recordkeeping duties.

Ability to operate a motor vehicle within the State of Missouri guidelines.

Ability to obtain and maintain a Class B Commercial Driver's License (CDL), with an air break endorsement.

Ability to operate a forklift, pallet jack, and/or other material handling equipment.

Ability to work long hours while standing.

Ability to work outdoors and transport assigned materials/equipment in inclement weather.

Ability to lift, move, and/or carry objects more than 75 pounds.

Ability to exercise judgment and discretion.

Ability to operate basic office equipment (e.g., copier, personal computer, fax machine, telephone, printer, shredder, etc.).

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED: (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possession of a high school diploma or equivalent and possess two or more years of experience as a Storekeeper I, or related experience.

NECESSARY SPECIAL REQUIREMENTS: Possess a valid driver license.

Must obtain a Class B Commercial Driver's License (CDL) with an air brake endorsement within three months of the date of employment or reclassification and maintain throughout employment.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.