

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Storekeeper**

**Class Code: 021162**

**Pay Grade: GD**

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### **A. Purpose:**

Operates a supply room/warehouse by ordering new merchandise or receiving surplus property and recyclable items, stocking and distributing goods, and conducting inventories to account for equipment and to maintain proper inventory.

### **B. Distinguishing Feature:**

The Storekeeper is responsible for the operation of a supply room/warehouse and the maintenance of associated records.

The Inventory Clerk monitors and documents transactions and subsequent changes in the inventory and disperses or delivers stock.

The Surplus Property Officer performs sales and warehouse duties and travel to sources of surplus property nationwide to screen, select, transport, transfer, or deliver federal surplus property.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Receipts for and distributes supplies and merchandise.
  - a. Prepares and processes purchase orders, vouchers and requisitions.
  - b. Orders supplies and merchandise to maintain inventory for warehouse/supply room.
  - c. Assists customers with acquisition and disposal of surplus property and recyclable containers.
  - d. Inspects invoices and shipments for accuracy.
  - e. Distributes supplies and materials as requested.
2. Operates a supply room/warehouse.
  - a. Keeps records of operation and prepares reports as needed.
  - b. Performs periodic physical inventories.
  - c. Prepares proper billings for goods requested.
  - d. Processes mail and packages.
  - e. Keeps warehouse/supply room clean and orderly.
3. Moves supplies and merchandise using delivery vehicles, forklifts and pallet jacks.
  - a. Dispatches vehicles and may keep records concerning the vehicles.
  - b. Installs and repairs equipment and performs maintenance on the vehicles.
  - c. Orders parts and maintains assigned equipment as needed.
4. Prepares surplus property and recyclable items for sale as directed by the supervisor.
5. May supervise subordinate staff to ensure the objectives of the work unit are met.
  - a. Interviews and selects staff to be hired.

- b. Trains and provides work direction.
- c. Approves leave.
- d. Addresses employee problems and recommends disciplinary actions.
- e. Evaluates performance and completes performance documents.

6. Performs other work as required.

**D. Reporting Relationships:**

Supervises Inventory Clerks and temporary/seasonal employees who receive and unload goods, fill requisition orders, and deliver goods.

**E. Challenges:**

Ensuring the proper amounts and types of stock are on hand and maintaining accurate inventory records and working with hazardous materials.

Typical problems include ensuring the efficient use of warehouse space, and dealing with improper orders, invoice shipments and customer demands, which cause the inventory to be in error.

**F. Decision-making Authority:**

Decisions include type and quantity of items to order, organization of the warehouse, declaring surplus property as unsalvageable or destroyed, deciding which surplus property to maintain for future use and which property to offer for public sale, the acceptance of damaged goods delivered to the warehouse/supply room; properly separate, categorize and store recyclable containers according to type in preparation for disposal; scheduling pick-up sites at remote locations; corrections for inventory, billings and invoice discrepancies; acceptance of requisitions or emergency orders and the issuance of supplies; the method of shipment for packages; and setting priorities for work and assigning duties to subordinates. Incumbent may make repair or replacement decisions on vehicles or equipment.

Decisions referred to a supervisor are final approval on repair or replacement of vehicles and equipment, final authorization for orders, and the disposition of complaints from agencies or staff personnel.

**G. Contact with Others**

Daily contact with delivery persons to receive goods for the warehouse/supply room, institutional/agency personnel to view surplus property and delivery of goods, and sales representatives/vendors to order goods; and weekly contact with purchasing and inventory office personnel to maintain and verify records.

**H. Working Conditions:**

Works in a warehouse or a supply room. May perform some duties in a freezer, unheated warehouse or outside in adverse weather conditions, and may frequently lift packages weighing

50 to 100 pounds.

**I. Knowledge, Skills and Abilities:**

Knowledge of:

- purchase orders, invoices, requisitions, and vouchers;
- general warehouse/supply room and inventory procedures.

Ability to:

- maintain accurate records;
- supervise;
- make basic arithmetic calculations;
- compare information and recognize discrepancies;
- understand and follow prescribed procedures;
- establish effective working relationships with fellow employees;
- repeatedly lift 50 to 100 pounds;
- operate a delivery vehicle, forklift, or pallet jack may be necessary.