

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Storekeeper 1	<u>CLASS NUMBER:</u> 10002	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> New Hire: 180 Days Promotion: 120 Days
<u>BARGAINING UNIT:</u> OCSEA	<u>PAY GRADE:</u> O1	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 1721 Northland Park Ave, Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Storekeeper Supervisor (100490)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Storekeeper 1 classification is to maintain inventory of supplies and form, to process incoming and outgoing mail, and to deliver mail, supplies and equipment.

JOB DUTIES:

Process supply requisitions and delivers to staff as needed. Receive and date requisitions and purchase orders from vendors to assure accountability of merchandise. Unpack for storage or delivering. Responsible for storage and control of supplies and records in warehouse and other storage areas until shelved or delivered. Record and upload all transactions on inventory control. Complete inventory periodically. Maintain the receipt and distribution of faxed documents to Agency. Train staff on the proper use of fax machine.

Sort, time/date stamp, and open, when appropriate, all mail (regular and certified) received in Mailroom for delivery to proper bin/staff member. Deliver and pick up mail from all designated areas. Prepare mail for outbound deliverance to post office. Assure the pick-up and delivery of internal mail. Operate and maintain good operating order of mailroom equipment. Keep current of all postal regulations and informs staff of same. Maintain certified mail files and report of damaged mail. Tabulate postal use and log for postage meters.

Drive, pick up and deliver payrolls, postal orders, mail, supplies, current negotiable documents, furniture, equipment, and pre-designated staff. Load and unload vehicles. Sign and account for all items. Assure safety of vehicles and passengers daily. Report problems for dissolution. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; office practices and procedures. Skill in equipment operation. Ability to apply principles to solve practical, everyday problems; calculate fractions, decimals and percentages; read short sentences with basic, concrete vocabulary; maintain accurate records; prepare meaningful, concise and accurate reports; arrange items in numerical or alphabetical order; cooperate with coworkers on group projects; demonstrate physical fitness; demonstrate strength to lift up to 50lbs.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High school diploma or GED is required; supplemented by six (6) months in customer service.

Additional Requirements

Must maintain a valid Ohio driver's license. Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as

described in the position description.

Employee Name

Employee Signature

Date