

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

STOREKEEPER

JOB DESCRIPTION

Employees in this job participate in and oversee the receipt, storage, requisitioning and disbursement of supplies and materials, or operate mail handling machines and equipment to provide mailing services to state government.

There are four classifications in this job.

Position Code Title – Storekeeper-E

Storekeeper 5

This is the intermediate level. The employee performs a range of storekeeper assignments in a learning capacity, receiving on-the-job training and close supervision.

Storekeeper E6

This is the experienced level. The employee performs a full range of storekeeper assignments exercising judgment in making decisions based on established methods and procedures.

Position Code Title – Storekeeper-A

Storekeeper 7

This is the advanced level. Employees at this level function as either a crew leader overseeing the work of lower level storekeepers and/or prisoner crews, or the employee performs the most complex storekeeper assignments in a major segment of a large warehouse, or the employee routinely operates complex mail processing equipment such as matching insert equipment/AIM, Image Mailer, Onserts, or various types (pressure, water, heat) of sealing equipment to provide mailing services to state government.

Position Code Title-Storekeeper-2A

Storekeeper 8

This is the second advanced level. At this level, the employee operates the most complex and sophisticated mail processing equipment and oversees the most complex mail production jobs for a major customer group.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Stores

Unloads materials from trucks by hand or with hand operated or motorized equipment.

Inspects items, as to quality and quantity, against freight documents.

Opens, timestamps, separates, and distributes incoming mail in a mail/stores room.

Counts, weighs, and measures goods received or issued.

Unpacks incoming goods and wraps and packs outgoing goods.

Stocks materials according to a prescribed inventory system.

Dispenses items and posts amounts of items to inventory control cards or automated systems.

May enter data and edit stock orders in a computerized inventory system, if available.

Operates hand equipment such as hand trucks and dollies to transport stock.

May operate a motor vehicle, forklift, or other material handling equipment to facilitate the movement of materials.

Participates in physical inventories by counting stock.

Cleans work area.

May assist in training lower-level workers.

Performs related work appropriate to the classification as assigned.

Mail Handling

Operates a variety of electronic/mechanized mail equipment such as tyers, folders, labelers, standard inserters, and bursters.

Fills water and ink reservoirs and cleans and lubricates equipment as needed.

Determines stock/insert materials needed.

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Sets up equipment.

Loads media into equipment.

Monitors equipment and makes adjustments as needed.

Performs routine maintenance and makes minor repairs.

Maintains service records.

Additional Job Duties

Storekeeper 7 (Senior Worker)

Regularly handles complex and difficult assignments as identified by the agency and accepted by Civil Service.

Storekeeper 7 (Lead Worker)

Assigns work to lower-level employees and reviews work for accuracy and completeness.

Provides instruction and training in the proper methods and processes necessary to carry out the assignments.

Reviews job performance by observing and critiquing work techniques.

Storekeeper 7 and 8

Mail Handling

Runs test material through machines.

Sets up computerized mail-processing equipment.

Monitors complex equipment for maintenance related problems and performs minor repairs, fills water and ink reservoirs and cleans and lubricates equipment as needed.

Storekeeper 8

Mail Handling

Handles the most difficult and complex mail production jobs for a major customer group, typically using the most complex mail processing equipment to provide a mailing service to state government.

Monitors customer on-line tracking system for due dates, insert, envelopes, and other information, and logs completion date of jobs.

Prioritizes customer agency's work to insure appropriate processing sequence.

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Meets with other areas within the department to evaluate and plan workload completion to insure even workflow throughout all processes.

Communicates daily production information, problems with equipment/processes, concerns with customer agency following established problem escalation procedures.

Signs for warrants and other secured documents.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of established material handling procedures.

Knowledge of occupational hazards and safety precautions applicable to the work.

Knowledge of inventory control procedures.

Knowledge of the operation, adjustment, and maintenance of the equipment operated.

Ability to operate machines and related equipment to produce the desired results.

Ability to make minor repairs and adjustments to machines.

Ability to operate motor vehicles, forklifts, or other material handling equipment.

Ability to shelve, store, and distribute materials.

Ability to operate and enter information in a computerized inventory system, if available.

Ability to perform simple arithmetic calculations.

Ability to follow instructions.

Ability to write legibly.

Ability to communicate effectively with others.

Additional Knowledge, Skills, and Abilities

Storekeeper 7 (Lead Worker)

Ability to train and explain instructions and guidelines to others effectively.

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Ability to organize and coordinate the work priorities and assign work to employees.

Storekeeper 8

Mail Handling

Knowledge of customer group job tracking mechanism to update job status information for customer group.

Extensive knowledge of U.S. Postal Service requirements in the areas of reports, permit indicias, endorsements, regulations as well as keeping up-to-date on current rates.

Skill in setting up and operating the most complex mail processing equipment.

Skill in making adjustments to equipment to accommodate programming and printing variations (read and demand feed marks) and form, document and envelope variations.

Ability to analyze production requirements for an assigned customer group and determine staff, equipment and supply needs to meet the production requirements

Ability to prioritize and plan workload for daily, weekly and monthly intervals.

Working Conditions

Employees in this job work in a shop/warehouse environment: work with moving machinery and cutters: and are exposed to toxic chemicals, paper dust, noise, heat and dirt.

Physical Requirements

The job duties require an employee to move heavy objects.

The job duties require an employee to bend, stoop, reach, or stand, extended periods.

Education

No specific type or amount is required.

Experience

Storekeeper 5

No specific type or amount is required.

Storekeeper E6

One year of experience in the storage, handling and distribution of materials, or in the operation of mail handling and sorting machines, and related equipment.

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Storekeeper 7

Three years of experience in the storage, handling and distribution of materials, or in the operation of mail handling and sorting machines, and related equipment, including two years equivalent to the Storekeeper E6.

Storekeeper 8

Five years of experience in the storage, handling and distribution of materials, or in the operation of mail handling and sorting machines, and related equipment, including two years equivalent to the Storekeeper 7.

Special Requirements, Licenses, and Certifications

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
STOREKPR

Job Code Description
Storekeeper

Position Title
Storekeeper-E
Storekeeper-A
Storekeeper-A
Storekeeper-2A

Position Code
STORKPRE
STORKPRA
STORKPRA
STRKPR2A

Pay Schedule
A31-002
A31-007
NERE-086
A31-008

ECP Group 1
Revised 9/14/06
RBG