

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**STOREKEEPER**

**JOB DESCRIPTION**

Employees in this job participate in and oversee the receipt, inventory, storage, requisitioning, and disbursement of supplies, materials, fleet vehicles, automotive parts, maintenance equipment, and tooling or operate automated mail handling systems.

**Position Code Title - Storekeeper-E**

Storekeeper 5

This is the entry level. The employee performs a range of storekeeper assignments while learning the methods of work.

Storekeeper E6

This is the experienced level. The employee performs a full range of storekeeper assignments and uses independent judgment to make decisions in specific work situations.

**Position Code Title - Storekeeper-A**

Storekeeper 7

This is the advanced level. Employees at this level function as a crew leader overseeing the work of lower-level Storekeepers, prisoners, and/or others and performing experienced-level storekeeper assignments; or the employee performs the most complex storekeeper assignments in a major segment of a large warehouse or stockroom; or the employee routinely handles U.S. and International mail preparations.

**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 can progress to the experienced level based on satisfactory performance and possessing required experience.

**JOB DUTIES**

**NOTE:** Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Stores:

Unloads materials from trucks.

Inspects items against freight documents.

Counts, weighs, and measures goods and equipment.

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.

Enters data and edits stock orders in computerized inventory system.

Operates hand equipment such as hand trucks and dollies.

Operates motor vehicle, forklift, or other motorized material handling equipment.

Performs equipment intake and distribution.

Performs audits of equipment and facilities.

Operates prisoner store ensuring all safety and security standards are followed.

Maintains logs, records, and reports related to the work.

Disposes and distributes surplus equipment and recyclables.

Assists in training others in work techniques.

Performs related work and other tasks as assigned.

Mail Handling:

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

Fills water and ink reservoirs and cleans and lubricates equipment.

Determines stock/insert materials needed.

Sets up equipment.

Loads media into equipment.

Monitors equipment and makes adjustments.

Performs routine maintenance and makes minor repairs.

Maintains service and inventory records and performs established quality controls.

Performs related work and other tasks as assigned.

Automotive:

Enters new stock into computerized inventory.

Maintains inventory, places orders, and disposes of obsolete stock.

Procures tooling and maintenance equipment.

Maintains motor pool vehicle scheduling, and maintenance.

Performs related work and other tasks as assigned.

### **Additional Job Duties**

Storekeeper 7

Mail Handling:

Prepares U.S. and International mail.

Runs test material through machines.

Sets up computerized mail-processing equipment.

Operates U.S. mail-processing systems and equipment.

#### Storekeeper 7 (Crew Leader)

Assigns work to crew members.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

#### Storekeeper 7 (Senior Worker)

Regularly performs the most complex and difficult assignments in the work area.

#### 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, inserts, envelopes, and other information, and logs completion date of jobs.

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

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, and concerns with customer agency following established problem escalation procedures.

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

Signs for checks and other secured or controlled documents.

### **JOB QUALIFICATIONS**

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

**NOTE:** Some knowledge is required at the entry level, 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 the standard practices, materials, tools, and equipment used in the work.

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

Knowledge of inventory control procedures.

Ability to operate machines and related equipment.

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.

Ability to operate computer software programs used in the work.

Ability to make mathematical computations.

Ability to communicate effectively.

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

### **Storekeeper 7 (Crew Leader)**

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

### **Storekeeper 8**

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

Knowledge of U.S. Postal Service requirements in the areas of reports, permit indicia, endorsements, mail piece design, and 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 adjusting equipment to accommodate programming and printing variations (mail piece coding) and form, document and envelope variations.

Ability to analyze production requirements for an assigned customer group or area of operation and determine staff, equipment, and supplies needs to meet the production requirements.

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

## **Working Conditions**

The job requires the employee to work in a shop/warehouse/garage environment.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee be exposed to noise and variations in heating and cooling temperatures.

## **Physical Requirements**

The job duties require an employee to bend, push, pull, reach, stoop, stand, and/or walk for extended periods.

The job duties require an employee to lift and/or move heavy objects.

## **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 inventory, storage, handling, and distribution of materials, or in the operation of mail handling and sorting machines, and related equipment.

### **Storekeeper 7**

Three years of experience in the inventory, 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 inventory, 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.

**NOTE:** Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

### **Special Requirements, Licenses, and Certifications**

See individual position descriptions.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

#### **Job Code**

STOREKPR

#### **Job Code Description**

STOREKEEPER

#### **Position Title**

Storekeeper-E

Storekeeper-A

Storekeeper-2A

Storekeeper-A

#### **Position Code**

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STORKPRA

#### **Pay Schedule**

A31-002

A31-007

A31-008

NERE-086

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