



# STATE OF CONNECTICUT

*DEPARTMENT OF EDUCATION*



## EMPLOYMENT OPPORTUNITY

**BUREAU OF FISCAL SERVICES  
STOREKEEPER  
TWO (2) POSITIONS AVAILABLE  
PART-TIME/32 HOURS PER WEEK**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE](#)**

**Open To:** The Public

**Location:** 165 Capitol Avenue, Hartford, CT 06106

**Hours:** Monday – Friday, 7:30 a.m. – 3:00 p.m.

**Salary:** \$16.93 Per Hour

**Closing Date:** July 25, 2014

**Posting #:** 108589/108590

### **EXAMPLE OF DUTIES:**

Receives and issues stock and maintains records of receipts, requisitions, and stock on hand; arranges stock in planned fashion, with due account taken of age, accessibility, safety and security; clarifies amount and condition of stock on hand and reports all discrepancies or need for replenishment; verifies quantity and quality of incoming supplies against invoices, dray bills, bills of lading and orders; maintains housekeeping and security of stores area; takes required inventory of materials and supplies; inspects material handling equipment and other allied storeroom equipment for accuracy and safety; codes and inventories furniture and equipment; operates material handling equipment; may perform purchasing functions for inventory item stock replenishment; may drive motor vehicles as assigned; may enter data into a computer; performs related duties as required.

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of the methods of requisitioning, handling, storing and issuing of materials and supplies; knowledge of safe and efficient warehousing practices including purchasing; some interpersonal skills; some oral and written communication skills; ability to keep accurate stock records and inventories; ability to utilize computer software.

#### **GENERAL EXPERIENCE:**

Two (2) years of experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skills and abilities listed above.

#### **PREFERRED EXPERIENCE:**

1. Possess written communication, customer service and organizational skills.
2. Experience in Microsoft Office programs including Word and Excel.

3. Experience using Core-CT Asset Management module.

**PHYSICAL REQUIREMENTS:**

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination may be required.

**Note:** The filling of these positions will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**APPLICATION PROCEDURE/REQUIRED DOCUMENTS:**

**All required documents must be received by close of business on the closing date in order to be considered for an interview.**

1. Cover letter
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings.

**Note:** Current State Department of Education employees in the NP-2 bargaining unit are required to submit the CT-HR-12 application only.

**All required documents must be received by close of business on the closing date in order to be considered for an interview.**

1. Cover letter
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings.

**PLEASE FORWARD APPLICATION MATERIALS TO:**

**Department of Education  
Bureau of Fiscal Services  
165 Capitol Avenue - Room 313  
Hartford, CT 06106  
ATTN: Joseph Uccello  
TEL: (860) 713-6632**

**Applications will be accepted via U.S. mail or hand delivery only.**

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov).

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**