

DEPARTMENT OF ADMINISTRATIVE SERVICES  
JOB OPPORTUNITY  
STOREKEEPER  
FLEET OPERATIONS/WETHERSFIELD GARAGE

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** FLEET-Wethersfield Garage

**Job Posting No:** 3726-STOREKEEPER

**Hours:** 7:30am – 3:30pm (37.5 hours per week)

**Salary:** TC12; Range: \$35,739 - \$45,480  
**Incumbents new to State employee start at the minimum of salary range.**

**Closing Date:** January 13, 2014

The Department of Administrative Services is seeking a candidate to work in the FLEET service garage located in Wethersfield, CT. The selected candidate will be responsible to run the garage's parts room.

**Eligibility Requirement:** Open to the Public and to State employees currently holding the above title or those who have previously attained permanent status as a Storekeeper and meeting the preferred knowledge, skills and abilities & the general experience listed below.

**Knowledge, Skills and Abilities:** Knowledge of the methods of requisitioning, handling, storing and issuing of materials and supplies; knowledge of safe and efficient warehousing practices; interpersonal skills; oral and written communication skills; ability to keep accurate stock records and inventories.

**Preferred Knowledge, Skills and Abilities:**

- Candidate will have proven experience working in a large scale automotive parts room;
- Candidate will be able to pay attention to detail;
- Candidate will have proven computer skills.

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

**Special Requirement:** Incumbents in this class may be required by the appointing authority to possess an appropriate current license or permit during employment in this class.

**Physical Requirement:** 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.

**Working Conditions:** Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to weather conditions and may be required to handle hazardous materials/chemicals.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed CT-HR12 State Application, and a resume (optional) to:

DEPARTMENT OF ADMINISTRATIVE SERVICES  
165 CAPITOL AVENUE, 5<sup>TH</sup> Floor East  
Hartford, CT 06106  
ATTN: Susan Turko, Human Resources Specialist  
OR  
FAX TO: 860-622-2835  
OR  
E-MAIL TO: [susan.turko@ct.gov](mailto:susan.turko@ct.gov)

**JOB POSTING NO. 3726-STOREKEEPER MUST BE LISTED ON YOUR APPLICATION.**

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 01/13/2014 WILL NOT BE CONSIDERED.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.