State of Connecticut
JOB POSTING

Department of Development Services – West Region
JOB OPPORTUNITY

STOREKEEPER

LOWER FAIRFIELD CENTER - NORWALK

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

Open To:	Public
Job Title:	Storekeeper (75 hrs.)
Location:	Lower Fairfield Center - Norwalk
Job Posting No:	0109687
Hours:	Monday – Friday 8:30am – 4:30pm; Regular Days Off: Saturday, Sunday.
Salary:	$1,410.43 – $1,794.83/bi-weekly (New Hires start at $1,410.43)
Closing Date:	September 29, 2014

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Re-employment or SEBAC lists must be given first consideration.

Examples of Duties: Duties consistent with the Storekeeper job classification. Incumbent will be accountable for independently performing a full range of various storeroom duties, both manual and clerical such as receiving, storing, issuing, inspecting, inventorying; responsible for charge of a small storeroom at the Lower Fairfield Center/Martin House CLA. 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; receives gas station reports and makes necessary corrections; keeps mileage and maintenance records of vehicles in car pool; inspects material handling equipment, scales, gas pumps 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.

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 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.

Special Requirements: Incumbents in this class will be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications. Must have valid Connecticut Driver's License, traveling will be required. Applicants must be current in all DDS required training.

Physical Requirements: 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.

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

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete applications materials will not be considered

Send application materials to:

Department of Developmental Services — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Recruiter
Fax: (203) 574-8857

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