

**THE OFFICE OF THE SECRETARY OF STATE  
JOB OPPORTUNITY  
MATERIAL STORAGE SPECIALIST**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** The Public

**Location:** 30 Trinity Street, Hartford, CT 06106

**Job Posting No:** 85765

**Hours:** Full-Time, 37.5 hours per week, Monday - Friday

**Salary:** TC 14 - \$41,756 to \$54,531

**Closing Date:** May 1, 2017

**EXAMPLES OF DUTIES:**

Oversees the entire stockroom or warehouse operations; 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; makes purchases of equipment or supplies as necessary; 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 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.

## **EXPERIENCE AND TRAINING:**

### **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 Experience:**

One (1) year of the General Experience must have involved the full range of stores duties, including receiving, storing, issuing, inventorying, inspecting, etc.

Note: For State Employees, this is interpreted at or above the level of Storekeeper.

## **SPECIAL REQUIREMENTS:**

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

## **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 of the class.

2) A physical examination may be required.

## **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, should submit a cover letter, a resume, and an Application for Employment ([CT- HR-12](#)) to:

**Secretary of State**  
**Attention: Suzanne Pinette**  
**HUMAN RESOURCES UNIT**  
**30 Trinity Street**  
**Hartford, CT 06106**  
**Fax # 860-509-6236**  
**E-MAIL ADDRESS: [suzanne.pinette@ct.gov](mailto:suzanne.pinette@ct.gov)**

(State of Connecticut must also submit their previous two years of performance evaluations and time and attendance)

### **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.