

DEPARTMENT OF PUBLIC HEALTH  
POSTING OF VACANCY

**Storekeeper**  
**Laboratory – Scientific Support Services**

POSTING DATE: August 15, 2013

CLOSING DATE: August 22, 2013\*

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

OPEN TO: To the Public

POSITION CONTROL NUMBER: 015661DL NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 395 West Street, Rocky Hill

SHIFT/HOURS: 1<sup>st</sup> Shift/37.50 hours/week

SALARY GROUP/RANGE: TE 12/\$31,229\* - (**\*New State Employees**)

TC 12/\$35,739\* (upon completion of initial working test period) - \$45,480

**NOTE:** Candidates applying for this position must meet the minimum qualifications required or be eligible for lateral transfer.

**PREFERRED SKILLS:**

- Experience operating material handling equipment such forklift and pallet pump jack (including *training and certification*).
- Experience requisitioning, handling, storing and issuing of materials and supplies using safe and efficient warehouse practices.
- Experience entering purchase orders using computer software, verifying orders with suppliers and keeping stock records and electronic inventories using computer software.
- Experience with physical and electronic verification of material orders for quantity and quality of the order, reconciling with purchase requisitions, invoice, dray bill, bill lading or orders.
- Must maintain a valid motor vehicle operator's license.

**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; some interpersonal skills; some oral and written communication skills; ability to keep accurate stock records and inventories.

**EXPERIENCE AND TRAINING**

**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. 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.

**PLEASE NOTE:** This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:

Department of Public Health

410 Capitol Avenue, MS #13PER

PO Box 340308

Hartford, CT 06134-0308

FAX: 860-509-7184(if faxing, only one application is necessary)

EMAIL:[dph.recruitment@ct.gov](mailto:dph.recruitment@ct.gov)

\* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

**THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.**