

**Department of Veterans' Affairs  
Employment Opportunity  
Storekeeper Assistant**

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

**Open to:** The Public

**Location:** Rocky Hill Veterans Home & Healthcare Facility, 287 West St., Rocky Hill 06067

**Job Posting Number:** 3209

**Hours per week:** 25

**Hours of Work:** Monday through Friday, 7:30 a.m. to 1:00 p.m., including a one half hour meal break.

**Salary:** \$15.11 per hour

**Closing Date:** February 5, 2014

**Eligibility Requirement:** State employees currently holding the above title or those who previously attained permanent status may apply for lateral transfer.

**Duties:** include but are not limited to performance of stores tasks, with related duties in recordkeeping, requisitioning, mailroom, asset management and inventory control; receives materials and supplies, unpacks, counts, weighs, inspects for damage or non-conformance with order, wraps, picks, and assembles items; cleans and maintains shelves, bins and other storage areas; operates simple material handling equipment; performs perpetual inventory and asset management functions as assigned; performs computer data entry in Microsoft Office and online web-based Core-CT modules; must possess and maintain a valid CT driver's license, with ability to drive motor vehicles including box delivery trucks as assigned; performs related duties as required.

**Knowledge, Skill and Ability:**

Some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions and to keep simple records.

**Experience & Training**

Any experience and training which would provide the knowledge, skills and abilities listed above.

**Special Requirement:** Possession of a current Connecticut Driver's License

**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.

**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 referencing the posted position, a completed state application CT-HR-12 (State employees must include a copy of your two most recent performance appraisals) to:

**Department of Veterans' Affairs  
Human Resources  
287 West Street  
Rocky Hill, CT 06067  
Fax (860) 616-3536**

**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.