

**CENTRAL CONNECTICUT STATE UNIVERSITY
EMPLOYMENT OPPORTUNITY
STOREKEEPER ASSISTANT**

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

Open To: The Public
Location: Facilities Department
Hours: 3 PM to 11:30 PM, Tuesday through Saturday with a one-hour lunch break.
37.5 hours per week.
Salary: \$14.67 per hour
Closing Date: January 31, 2011

SUPERVISION RECEIVED: Initially works under the close supervision of a Storekeeper or an employee of higher grade; works more independently with acquired experience.

SUPERVISION EXERCISED: May lead lower level employees as assigned.

EXAMPLES OF DUTIES: Performs routine stores tasks, with related duties in recordkeeping, requisitioning, or 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 space; may operate simple material handling equipment and assist in keeping inventory; in a small agency with limited stores work, may spend a minor part of time in such areas as mail and messenger service or duplicating and reproduction services; in the Motor Vehicle Department, performs work involving the handling of markers and related tasks, including mailing; in the Commission on Special Revenue, performs work on lottery ticket assembly line; in a film library, maintains loan records, performs minor maintenance and repair of audio/visual equipment and film; may receive training in data entry; may drive motor vehicles as assigned; performs related duties as required.

MINIMUM QUALIFICATIONS 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 AND TRAINING: Any experience and training which would 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.

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

APPLICATION INSTRUCTIONS: To be considered for this position, eligible applicants must submit a cover letter referencing this posted position, a completed State application (CT-HR-12 - available at <http://das.ct.gov/employment>), and the names, titles, and phone numbers of two current professional references. **Application packages will not be considered without these documents.** Submit via mail to the below address. Applications must be postmarked by January 31, 2011. Faxes will not be accepted.

CCSU Human Resources, Davidson Hall - Room 101, 1615 Stanley St., New Britain, CT 06050-4010
Telephone (860) 832-1753

AN AFFIRMATIVE ACTION EMPLOYER/EQUAL OPPORTUNITY EMPLOYER

In accordance with CSU System policy, all candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.