

## **STOREKEEPER II**

One (1) Full-Time position @ 40 hours/week  
Salary starting @ \$15.68/hour with benefits

Chautauqua County's Department of Public Facilities is accepting applications for the position of Storekeeper II. This position will work primarily out of the Falconer, NY office from 7:00 AM – 3:30 PM. Storekeeper II is a senior level clerical position involving consulting with mechanics or supervisors to determine parts needed and ordering parts/materials in the most timely and cost effective manner. Work performed is under the general direction of an employee of higher rank with considerable leeway granted for the exercise of independent judgment in methods used to complete tasks. Supervision may be exercised over a Storekeeper I for work tasks, however, supervision in the sense of performance appraisal, scheduling and discipline lies at the level of the higher ranking supervisory employee. Does related work as required. This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

A description of the duties and minimum qualifications are listed below.

Interested Candidates must complete the Chautauqua County Application for Examination/Employment (available on this Website) and send it to:

Chautauqua County Department of Human Resources  
Gerace Office Building, Room 144  
3 North Erie Street  
Mayville, NY 14757

Equal Opportunity Employer

## **STOREKEEPER II**

**DISTINGUISHING FEATURES OF THE CLASS:** This is senior level clerical work which involves consulting with mechanics or supervisors to determine parts needed as well as responsibility for ordering the proper parts or materials in the most timely and cost effective manner. Work performed is under the general direction of an employee of higher rank with considerable leeway granted for the exercise of independent judgment in methods used to complete tasks. Supervision may be exercised over a Storekeeper I for work tasks, however, supervision in the sense of performance appraisal, scheduling and discipline lies at the level of the higher ranking supervisory employee. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Receives, stores and issues parts, tools and materials;  
Receives and checks incoming shipments;  
Maintains a perpetual inventory record keeping system on computer;  
Maintains equipment records for charging costs of parts and materials to applicable machines  
Orders parts and supplies by telephone and written order;  
Consults with mechanics to determine parts needed or components requiring replacement;  
Picks up and delivers ordered parts;  
May supervise other employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the practices and methods used in receiving, storing and issuing of tools, parts, equipment and materials; good knowledge of the tools, equipment and supplies used in automotive and heavy equipment repairs; good knowledge of simple record keeping and perpetual inventory systems; working knowledge of automotive parts and repair; ability to hand write legibly and to perform simple mathematics calculations accurately; ability to operate a computer-based recordkeeping system; ability to work well with other employees at various levels of authority; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in the ordering, recordkeeping and storage of automotive, truck or heavy construction equipment parts, which must have included the use of a computerized recordkeeping system.

ADDITIONAL REQUIREMENTS: Possession of a valid New York State class D driver's license at time of application, appointment and during service in this classification.