

STOREKEEPER II

CHAUTAUQUA COUNTY DEPARTMENT OF PUBLIC FACILITIES

SALARY RANGE: \$22.94 - \$29.52/HOUR + BENEFITS

The Chautauqua County Department of Public Facilities is currently accepting applications for the title of Storekeeper II in their Falconer, New York office. 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 timeliest 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 lower-level storeroom employees 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.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title. An incumbent will be chosen from approved applications received.

Chautauqua County offers a comprehensive benefits package which includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Flex Spending Account | - Personal Days |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications:

Promotional - Candidates must be permanently employed non-competitive class for three (3) years as a Storeroom Attendant immediately preceding the date of appointment or written test.

Open Competitive - 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.