

**BOARD OF REGENTS  
STATE OF IOWA  
REGENTS MERIT SYSTEM**

**Class Title:** Storekeeper I

**Class Code:** 7761

**Pay Grade:** 204

**GENERAL CLASS DESCRIPTION:**

Under direct supervision receives, unpacks, stores, and issues stock and supplies in and from a central supply area or in assigned stores of a department.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Checks incoming orders against items listed on requisitions, invoices or other proper forms for correct counts.
2. Counts, grades, weighs, meters and sorts incoming items and supplies.
3. Marks with identifying codes, sorts, and stores supplies in proper location according to prescribed methods for convenient removal.
4. Takes items from stock to fill requisition and issues equipment and supplies to students, faculty, or staff as requested with proper authority.
5. Initiates orders and supplies as needed; delivers and picks up supplies and materials to location as required.
6. Assembles or mixes materials, solutions, and equipment stored, in accordance with specific instructions.
7. Maintains records on issuances, periodically takes physical count of stock on hand, and prepares reports as necessary.
8. Drives, loads, and unloads a delivery truck periodically.
9. Operates equipment such as dollies, carts, etc., in handling and transporting supplies and equipment.
10. Maintains stockroom in clean and orderly manner.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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**KNOWLEDGES, SKILLS AND ABILITIES:**

1. Knowledge of storeroom methods and procedures.
2. Knowledge of proper lifting and bending techniques.
3. Ability to interpret and follow oral and written instructions.
4. Ability to keep basic receiving, shipping and inventory records.
5. Ability to perform basic arithmetic functions involving addition, subtraction, multiplication and division.
6. Ability to work with computerized inventory control systems.
7. Ability to communicate effectively with coworkers and constituents.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Ability to read, write and follow instructions.
2. Possession of appropriate drivers license as required.

**REVISION EFFECTIVE:** July 1, 1993