

Stores Clerk III

Recruitment #24-0203-001

Date Opened 10/21/2024 09:00:00 AM
Close Date 11/3/2024 11:59:00 PM
Salary \$25.58 per hour (Grade 120)
Department Water
Job Type Promotional and Open Competitive

Responsibilities

Supervisory stores work in the operation of a storeroom, servicing a large operating unit within the City government. Responsible for the management of lower level stores clerks, storage, distribution and record keeping operations of a storeroom which carries a variety of items, including those used in automotive repair (light and heavy), mechanical repair, construction parts and supplies, and maintenance supplies and materials. Maintains established accounting processes to operate within assigned stores budgetary parameters. Supervises the maintenance of a perpetual inventory on stock record cards or databases. Keeps various records relating to store operations and miscellaneous records.

Minimum Qualifications

Education

Graduation from High School (or G.E.D.).

Experience

Must have 5 years of experience in storeroom management and operation **AND** must have 2 years of supervisory experience.

Certifications

Must obtain a valid Fork Lift Operator certificate within 12 months of appointment.

Must obtain a valid Red Cross certificate within 12 months of appointment.

License Requirements

Must possess a valid driver's license, at time of appointment, and maintain thereafter as a term and condition of continued employment.

General Requirements

Incumbent must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds with assistance. Employee is frequently exposed to fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives; risk of radiation and vibration, works in wet and/or humid conditions; high, precarious places; outside weather conditions; extreme cold and extreme heat and works with moving mechanical parts.

Promotional Qualifications

Must be a full-time permanent employee in pay grade 119 (Wage) or below, pay grade 17 (Clerical) or below, or equivalent, and been employed for 6 consecutive months by the City of Dayton in a classified Civil Service position. Identical scores will be broken by (1) seniority and (2) random selection method.

Open Competitive Applicants

Final appointment is contingent upon the applicant passing a job-related medical examination and providing documentary evidence of Employment Authorization and Identity. Identical scores will be broken by a random selection method.

Required Knowledge, Skills and Abilities

Incumbent must have skilled knowledge use of data software systems or have the ability to learn to use the software systems including:

- Basic skills in the use of MS Office
- Basic skills in the use of MS Excel
- Basic skills in the use of MS Outlook
- Basic skills in the use of MS Internet Explorer
- Ability to learn intermediate Hansen skills

Notes

Examination dates and times are subject to change. Calculators will be provided for the Civil Service examination. Applicants appearing on the Promotional eligible list shall be considered for appointment prior to those on the Open Competitive list. Applicants are responsible for providing all necessary employment dates, experience, training, or any other requirements as stated in the Exam Announcement, in order for their application to be considered for certification and admittance to the examination process.

Background Check

A background investigation is required prior to employment. All candidates must pass any level of background investigation applicable to the position, including current city employees seeking transfer, promotion, demotion, etc. into a classified position.

Drug and Nicotine Testing

Final appointment is contingent upon the applicant passing a drug screen. Applicants offered employment with the City will be required to pass a nicotine screening. Newly hired employees must remain tobacco and nicotine free as a condition of continued employment. The Tobacco and Nicotine Free Hiring Policy does not apply to current City employees.

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