HILLSBOROUGH COUNTY
SHERIFF'S OFFICE
DAVID GEE, SHERIFF
Tampa, FL

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Job Title: Storekeeper III
Job Code: W0724
Pay Grade: WG
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform oversight and storekeeping duties involving the receipt, recording, storage, inventory control, and issuance of equipment and supplies.

Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Receive, store, inventory, and issue materials and supplies.
- Prepare requisitions for supplies and materials.
- Maintain an inventory of parts and equipment on hand.
- Record issuance of materials and supplies.
- Answer telephone and perform general clerical duties.
- Prepare work orders for equipment repairs.
- Maintain records and prepare related reports.
- Inspect all deliveries and ensure the return of defective or incorrect items.
- Inspect and dispose of depreciated and obsolete stock according to Hillsborough County standards.
- Perform minor maintenance or repair of storeroom material.
- Oversee the work of lower level employees in the performance of the stock room day-to-day operations.
- Perform other related duties as required.

Knowledge, Skills, and Abilities

- Working knowledge of storekeeping methods and procedures.
- Working knowledge of County purchasing procedures.
- Skill in performing minor repairs to equipment or materials.
- Ability to conduct inventory of materials and supplies and keep related records.
- Ability to use a computer and related software.
- Ability to work effectively with others.
- Ability to follow established procedures.
- Ability to follow both oral and written instructions.
- Ability to perform tasks such as maintenance of records and preparation of reports.
- Ability to plan, organize, and supervise the work of others.

Minimum Qualification(s)

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from high school or possession of a GED Certificate; and
Two years of experience in receiving and issuing equipment or supplies.

Additional Requirements

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.