



JOB ANNOUNCEMENT

MOTOR VEHICLE DRIVER/STOREKEEPER I

Division of Finance and Administrative Services

The Division of Finance and Administrative Services/Warehouse is seeking applications for the position of Motor Vehicle Driver/Storekeeper I in Jefferson City. **This position requires travel throughout Missouri, overtime and overnight stays.** As a condition of employment with the Department of Social Services, compensatory time up to a determined maximum is normally granted to employees in lieu of overtime payment in cash.

If selected for this position a Class E License must be obtained within 60 days of employment.

JOB DUTIES:

- Orders supplies and equipment using established specifications to replenish stock based on pre-determined inventory levels and reorder points.
- Assists in developing efficient storekeeping methods and procedures.
- Receives shipments from vendors and inspects for quality and quantity; refers major decisions regarding non-conformance with specifications to a designated supervisor.
- Assists a higher-ranking level storekeeper in a major area (receiving, purchasing, storage, and issuance) in a large and complex warehouse/storekeeping operation by developing orders, and preparing and maintaining inventory and other records.
- Maintains appropriate records/receipts of supplies and equipment purchased, stored, and issued.
- Operates specialized equipment such as forklifts and motorized or hydraulic jacks.
- Exercises independence in the performance of duties under general supervision.
- Intermediate knowledge of storeroom methods and procedures used in the receipt, storage, or shipment of a variety of goods.
- Intermediate knowledge of the procedures relating to purchasing and requisitioning supplies and products.
- Intermediate knowledge of transportation providers and shipment methods.
- Intermediate knowledge of computerized inventory and property control systems.
- Ability to evaluate quality and quantity of goods for conformance with purchase orders and specifications.
- Ability to supervise and instruct others in material handling and recordkeeping duties.
- Ability to prepare and maintain sales, requisition, and inventory records.
- Ability to lift and move heavy objects up to 80 lbs.
- Able to travel across the state including overnight up to several nights per week.
- Performs other related work as assigned.

QUALIFICATIONS:

Motor Vehicle Driver: One or more years of experience in the operation of a motor vehicle; and possession of a high school diploma or proof of high school equivalency.

Storekeeper I: Two or more years of experience as a Stores Clerk with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or GED certificate. OR Two or more years of experience maintaining supplies and materials and related records; and possession of a high school diploma or GED certificate.

(Earned credit hours from an accredited college or university may substitute on a year-for-year basis for the required experience at a rate of 30 earned credit hours for one year.)

SALARY RANGE: \$984.50 - \$1,015 Semi-Monthly (Motor Vehicle Driver)
 \$1,064 - \$1,097.50 Semi-Monthly (Storekeeper I)

TO APPLY: Please complete the DSS application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> , submit a cover letter, resume and copies of official transcripts to brenda.s.becker@dss.mo.gov

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Deadline for applications is December 27, 2018. Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER