



STOREKEEPING AND WAREHOUSE JOB FAMILY

CAREER PATH

Stores/Warehouse Assistant

This is a position utilized in a warehouse, commissary, or storeroom involving the receipt, storage, distribution, acquisition, and/or selling of inventory. Positions at this level are responsible for routine storekeeping duties including receiving and unpacking inventory items, verifying quality and quantity, and referring decisions regarding non-conformance with specifications to higher level staff. Positions may be responsible for listing, pulling, packaging, and delivering goods.

Knowledge, Skills, and Abilities

Working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Working knowledge of and the ability to demonstrate successful operation and use of designated manual and power-operated storekeeping and warehouse equipment in the performance of duties.

Knowledge of and the ability to demonstrate understanding of all assigned areas of storekeeping and warehouse support, as well as the laws, principles, and practices as they are related to implementation within the agency.

Knowledge of and the ability to demonstrate understanding of the agency's policies, procedures, rules, and regulations in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to lift, move, and/or carry 75 pounds.

Ability to work long hours while standing.

Ability to work outdoors and transport assigned materials/equipment in inclement weather.



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Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High School Diploma or equivalent.

Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

Requirements that may apply and are dependent on assigned areas of responsibility:

- ❖ Must obtain and/or possess and maintain a valid driver license.
- ❖ Must obtain a Class B Commercial Driver's License (CDL) with an air brake endorsement within three months of the date of employment or reclassification and maintain throughout employment; following which requires an employee to submit to periodic random drug testing.

Necessary Special Requirements

Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

Pay grade: 15

FLSA Status: Non-Exempt



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Work Schedule: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

Effective: 07/01/2024

Reviewed: 07/01/2024

Revised: --