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.
3. Knowledge of proper lifting and bending techniques.
4. Ability to interpret and follow oral and written instructions.
5. Ability to prepare and maintain stock records, reports and inventories, and to estimate department's needs in order to maintain proper inventory levels.
6. Ability to perform basic arithmetic functions involving addition, subtraction, multiplication and division.
7. Ability to effectively interview and recommend applicants.
8. Ability to work independently and make quick decisions.
9. Ability to lead, coach, train and supervise others.
10. Ability to communicate effectively with coworkers and constituents.
11. Ability to work with computerized inventory control system.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Three years of work experience in storekeeping, accounting, business administration or related work, or
2. Any combination of such experience and post high school education that totals three years.
3. Possession of appropriate driver's license as required.