

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

#T2101 STOREKEEPER I

***SALARY: \$2520 to \$3025, Monthly; effective 12-21-02**

***APPLY: FIRST DATE: December 6, 2002**

LAST DATE: January 8, 2003

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants has been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

EXPERIENCE:

One year of full-time experience in which your **PRIMARY RESPONSIBILITY** was receiving, storing and issuing supplies and equipment from a stockroom. Qualifying experience must include numerical or computerized inventory control.

HIGHLY DESIRABLE: Experience operating a computer terminal or related equipment using programs and screens pertaining to property and supply inventories.

LICENSE: A valid California Class C Driver's License is required **at time of hire**.

DUTIES: Order, receive, store and issue various materials, supplies, and equipment; perform inventory control and assist in the development and maintenance of a computerized inventory system; function as liaison with vendors to resolve problems with items received or vendor payment; assist with keeping store's cost allocations and preparing budget estimates; prepare reports; supervise adherence to safety rules and regulations pertaining to storeroom procedures, equipment and handling of hazardous materials; train and supervise the work of subordinates; and other duties as assigned.

HOW TO APPLY: Submit a completed **Application/Supplement (the original and one copy, including any attachments you provided)** for this position. Your Application/Supplement will be made available to the hiring department(s). Submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

***PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.