



IPR# 44323

DATE: September 14, 2020

TITLE: Storekeeper II (1 position)
OFFICE: Region 5 / District 9 / Operations
CONTRACT: AFSCME – RC014

BRIEF DESCRIPTION OF DUTIES: Under the direction of the district Bureau of Operations Office Technician, performs large scale storekeeping work in the District supply Center involving receipt, storage, distribution and inventory of a large and varied stock of materials, supplies and equipment.

TRAINING & EXPERIENCE: Requires Valid Class 'B' CDL driver's license without airbrake restrictions, the ability to operate a forklift and to perform arduous physical labor. Requires knowledge, skill and mental development equivalent to completion of four years of high school and two years of experience in storekeeping or related record-keeping functions. Strong working knowledge of computers and computerized inventory systems as well as the ability to devise and adopt record-keeping procedures and keep perpetual inventory records is desired. Prefers working knowledge of procurement procedures for different types of purchases.

UNIT: Services and Development
LOCATION: 2801 W Murphysboro Rd, Carbondale, IL
SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday
PAY GRADE: RC014 – 12.5

ANTICIPATED STARTING SALARY: \$ 3,626/month
CURRENT BARGAINING UNIT EMPLOYEES – COLLECTIVE BARGAINING AGREEMENT LANGUAGE APPLIES
FULL BARGAINING UNIT RANGE: \$ 3,626 – 5,127/month

CONTACT PERSON: Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594

POSTED FROM: September 16, 2020 TO: September 29, 2020

PLEASE NOTE: THE APPLICATION PROCESS HAS CHANGED. The required application forms outlined below must be submitted to: Illinois Department of Transportation, Bureau of Personnel Management, Room 113, 2300 S Dirksen Pkwy, Springfield, IL 62764, Fax: 217/557-3134, Email: DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV by 4:30 PM on the closing date of this posting.

AGENCY-TO-AGENCY TRANSFER: Submit Bid Form, AFSCME Transfer Request Form and CMS100

PROMOTIONAL BIDDERS: Submit Bid Form and CMS100B

CURRENT STATE EMPLOYEES: Submit Bid Form and CMS100

NON-STATE EMPLOYEES: Submit CMS100 to the agency contact listed above.

To be considered for open competitive eligibility for this title, you must be deemed qualified by Central Management Services (CMS). This is a title that requires an automated multiple-choice test to be taken at one of the CMS Assessment Centers. CMS Assessment Center personnel will contact each applicant by phone to schedule appointments for the assessment examination.

After successfully obtaining a passing grade, your name will be placed on an open competitive eligible list for this title in the two counties you select on your application. If you are satisfied with the grade you received for this title, option and county, no further action is required. Your name has already been placed on the open competitive eligible list for this title. Open competitive grades are valid for one (1) year.