Job Title: STORES CLERK - IPR#45787

Agency : Department of Transportation
Closing Date/Time: 01/26/2023
Salary: $3,105 - $4,078 Monthly
Job Type: Salaried Full Time
County: Sangamon
Number of Vacancies: 1
Plan/BU: RC014
*This position is subject to a pre-employment physical examination and drug and alcohol testing and subject to random drug and alcohol testing after hire.
This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position <u>MUST</u> apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.
Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement
The Illinois Department of Transportation is seeking to hire a Stores Clerk.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually
- Employees earn (3) paid Personal Days annually
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities
25% 1. Performs manual labor and routine clerical record keeping tasks in the receiving, storing, shipping, and care of office supplies, industrial equipment, and related items in warehouse for departmental use.
- Receives and unloads delivery trucks.
- Unpacks and stores goods or supplies up to 75 pounds and places in proper storage spaces.
- Assists in organizing the warehouse.
- Keeps simple paper and electronic receiving and shipping records.

20% 2. Issues and delivers supplies.

- Issues supplies from storeroom on approval of requisitions.
- Delivers supplies to various IDOT sites including, but not limited to, Hanley Building, Aeronautics, or the Day Labor Section.

20% 3. Operates equipment such as hand trucks, dollies, forklift, electric pallet jack, etc.

20% 4. Takes or assists in taking annual inventory of stock as required.

10% 5. Performs routine housekeeping tasks.
- Performs daily warehouse cleanup to ensure a safe and hazard free work environment.
- Cleans and prepares modular office system panels and miscellaneous furniture.

 5% 6. Performs other duties as required or assigned which are reasonably within the score of those enumerated above.

Knowledge, Skills, and Abilities
Minimum Qualifications
1. Requires knowledge, skill, and mental development equivalent to the completion of four years of high school.

Preferred Qualifications
2. Prefers elementary knowledge of storeroom methods and procedures as well as shipment methods.

Conditions of Employment
1. Requires successful completion of a background investigation.
2. Requires the ability to perform arduous labor.
3. Requires the ability to lift, move and carry up to 75 pounds.
4. Requires a valid driver's license.

Position Marketing Statement
The Illinois Department of Transportation is seeking to hire a Stores Clerk. The successful candidate will perform manual labor and routine clerical record keeping tasks in the receiving, storing, shipping and care of office supplies, industrial equipment, or related items in warehouse for departmental use.

Work Hours: 8:00 AM - 4:30 PM Monday-Friday
Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001
Work Office: Office of Finance and Administration, Bureau of Business Services, Stockroom Sub-Unit
Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV
Job Family: Transportation

APPLICATION INSTRUCTIONS
Use the "Apply" button at the top right or bottom right of this posting to begin the application process.
If you are not already signed in, you will be prompted to do so.
State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.
Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.
If you have questions about how to apply, please see the following resources:
State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid
Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:
- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com