

# SNOHOMISH COUNTY JOB DESCRIPTION

## STOREKEEPER – CORRECTIONS

Spec. No. 4079

### BASIC FUNCTION

To order, receive, store and issue a variety of office supplies, maintenance supplies and equipment within the Snohomish County Sheriff's Office Corrections Bureau.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Receives shipments to Corrections.
2. Counts and verifies stock purchased and delivered; signs delivery receipts and invoices; unpacks items received and stocks shelves; cleans area, removes waste and recycles cardboard.
3. Processes returns, backorders and errors on orders. Packs items, arranges for shipment, maintains proper documentation for credit.
4. Orders office supplies and maintenance supplies and equipment. Maintains records and delivers to appropriate facility location.
5. Maintains inventory records and custody of supplies; requisitions supplies and equipment; arranges appropriate maintenance services for the repair of facilities or equipment.
6. Contacts vendors and contractors for price bids and assists Maintenance Coordinator to process proper county purchasing requirements and documents.
7. Sets up and maintains files and record keeping systems.
8. Receives and directs incoming calls and prepares Maintenance Work Orders.
9. Processes packing slips and documentation for payment by accounts payable; maintains accurate and complete paperwork to provide audit backup.
10. Delivers supplies throughout the facility.
11. Supervises inmate workers assigned to assist with unloading trucks, deliveries, stocking, cleaning and other duties.
12. Picks up inmate mail from prisoner housing units; deliver indigent mail to cashier; processes other mail, when needed. May weigh mail, affix postage and sort.
13. Assists with key inventory and preventative maintenance plan.
14. Collects and compiles data; prepares standard forms, reports and correspondence.

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **STOREKEEPER – CORRECTIONS**

Spec. No. 4079

### STATEMENT OF OTHER JOB DUTIES

15. Performs related clerical duties and assists in other areas as required.

### MINIMUM QUALIFICATIONS

Two (2) years experience performing receiving, purchasing, shipping, inventory work; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests. Must be a lawful permanent resident or United States citizen.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Candidates must successfully pass a criminal history background investigation, a polygraph examination, a psychological evaluation, and pre-employment drug screening. A post-offer medical examination may be required prior to being hired. A written and field test may be required. Candidates must be at least 21 years old at the time of application. No maximum age.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- office practices and procedures
- inventory control and record-keeping practices and procedures
- basic mathematical calculations
- computer programs and usage

Ability to:

- monitor stock levels and maintain an adequate inventory of stock items
- establish and maintain effective work relationships with superiors, other county employees and outside vendors
- communicate effectively, both orally and in writing
- follow oral and written instructions
- maintain accurate records and prepare routine reports
- read, understand and use supply catalogs

### SUPERVISION

Supervised by a Corrections Captain in the Corrections Bureau.

# SNOHOMISH COUNTY JOB DESCRIPTION

## STOREKEEPER – CORRECTIONS

Spec. No. 4079

### WORKING CONDITIONS

The work is performed mostly indoors but may require outdoor work in all types of weather. Employees are exposed to a variety of hazards such as working near potentially dangerous prisoners, around heavy equipment and are exposed to dust, fumes, grease, inclement weather, etc. The work is performed in a maximum security detention facility.

### PHYSICAL REQUIREMENTS

The work requires the ability to walk or stand constantly; lift items weighing up to 80 pounds; push, pull, reach and grasp items; talk, hear and see. May occasionally sit, carry items up to 10 feet, work at heights, bend/twist at the waist, crouch/kneel, and keyboard.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class established: December 1999 as Receiving Assistant - Corrections

Revised and Re-titled: April 2002

Revised: June 2018

Amended 7/13/10

EEO Category: 6 – Administrative Support

Pay Grade: 236 – Corrections Support Pay Plan

Workers Comp: 1501 Hazardous

Approved by the Snohomish County Civil Service Commission September 1, 2010

Approved by the Snohomish County Civil Service Commission June 8, 2018