City of Chicago
Richard M. Daley, Mayor

Department of Human Resources
Jacqueline P. King, Commissioner

EXAMINATION ANNOUNCEMENT

SENIOR STOREKEEPER
Grade U-9 — Exam #C6331-0001-2006

NOTE: APPLICATIONS ARE AVAILABLE AND ACCEPTED ONLY ONLINE AT www.cityofchicago.org/careerworks FOR THIS TITLE.

MINIMUM QUALIFICATIONS: One year of inventory control or storekeeping experience, or an equivalent combination of training and experience is required.

RESIDENCY REQUIREMENT: An applicant must be an actual resident of the City of Chicago. Proof of residency will be required at the time of application.

2006 STARTING SALARY: $ 2,387 per month

CLOSING DATE FOR APPLICATIONS: December 12, 2006

NOTE: APPLICATIONS MUST BE SUBMITTED BY THE INDIVIDUAL APPLICANT. NO SECOND PARTY APPLICATIONS WILL BE ACCEPTED.

DUTIES: Under supervision, performs a full range of storekeeping duties at a storage site. Participates in determining minimum and maximum stock levels for materials and equipment. Receives supplies and equipment, checks against invoices tickets to ensure accuracy of deliveries and documents damages or shortages for return or correction. Records deliveries on forms or personal computer for record maintenance. Stocks deliveries in appropriate storage areas, operating lifts and jacks to unload and store supplies. Receives and fills supply requests. Completes a variety of forms to assist in controlling and maintaining supplies and related records. Assists in periodic and annual physical inventory counts and in updating and maintaining related records. Responds to inquiries regarding orders and delivery schedules. Uses computer software inventory programs to record and monitor inventories and prepares inventory and cost reports. Performs related duties as required.

Your initial evaluation will be based on information provided on the application form and documents submitted with the application form. Names of candidates who pass this examination will be placed on an eligible list. Placement on an eligible list is not an offer or guarantee of employment with the City of Chicago, it is merely a statement of eligibility.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

06/6331/C/C6331-0001-2006 - (11/29/06- 12/12/06) (CONTINUED ON BACK SIDE)

THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER