



Franklin County
Department of Job & Family Services
1721 Northland Park Ave.
Columbus, Ohio 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Storekeeper (Bargaining) **PCN:** 100234 and 100237

DEPARTMENT/LOCATION: Information Support Services/Northland **P. R.:** O1

REPORTS TO: Storekeeper Supervisor

RESPONSIBILITIES: Receive and date requisitions and purchase orders from vendors to assure accountability of merchandise; unpack for storage or delivery. Responsible for storage and control of supplies and records in warehouse and other storage areas until shelved or delivered. Maintain the receipt and distribution of faxed documents to agency. Sort, time/date stamp, and open, when appropriate, all mail (regular and certified) received in mailroom for delivery to proper bin/staff member. Deliver and pick up mail from all designated areas; prepare mail for outbound deliverance to post office. Maintain good operating order of mailroom equipment. Maintain certified mail files and report of damaged mail; tabulate postal use and log for postage meters. Drive, pick up and deliver payroll, postal orders, mail, supplies, current negotiable documents, furniture, equipment, and pre-designated staff; load and unload vehicles.

MINIMUM QUALIFICATIONS: A high school diploma or GED is required; supplemented by six (6) months in customer service; or any equivalent combination of training and experience. A valid Ohio Driver's license is required.

STARTING SALARY: \$11.15 per hour. 180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Friday, November 27, 2015

DEADLINE TO APPLY FOR INTERNAL APPLICANTS: Thursday, December 3, 2015

DEADLINE TO APPLY FOR EXTERNAL APPLICANTS: Thursday, December 10, 2015

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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