

NEW MEXICO JUDICIAL BRANCH

STOREKEEPER

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under supervision, receive and process approved purchase orders; distribute office supplies, maintain inventory of stock and fixed assets, maintain related records and provide mail and courier services. May solicit bids and quotes for supplies or equipment.

QUALIFICATIONS

Education: High School diploma or General Educational Development (GED).

Education Substitution: None

Experience: One (1) year experience in procurement, inventory control and basic mathematics

Experience Substitution: None

Other: Completion of a post offer background check may be required.

Knowledge: Knowledge of inventory control and fixed asset software programs; purchase order and receiving procedures; fixed assets; bid process procedures; basic accounting; computer software including word processing, spreadsheets and databases; audiovisual and telephone systems; records management and proper office etiquette.

Skill & Ability: **Skill in** organizing and prioritizing work; basic mathematics; researching purchases and equipment; maintaining composure. **Ability to** utilize a computer effectively in word processing, spreadsheets, databases, inventory control and fixed asset software programs; accurately interpret written and oral instructions; complete tasks with minimal supervision; work independently or in a team environment; communicate effectively both orally and in writing with diverse parties; provide customer service; exercise confidentiality; operate audiovisual and telephone equipment; use a calculator and other office equipment.

EXAMPLES OF WORK PERFORMED

Conduct periodic inventories; maintain supply room stocks; prepare purchase orders to vendors; exercise professional customer service to internal and external customers; act as liaison between vendors and the court/judicial entity and other state agencies; ensure all equipment, materials, documents, and/or monies are received and transported properly, safely, and in compliance with court/judicial entity policy; coordinate and assist with records management, storage and destruction set up and troubleshoot audiovisual and telephone equipment; coordinate with provider telephone equipment and service; process and distribute mail and packages; maintain mailing equipment and deliver or ship office supplies, equipment or furniture to all court locations.

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WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative of the work environment and physical demands an employee **may** expect to encounter in performing tasks assigned to this job.

Work is performed in an often fast paced and stressful work environment in an office or court setting. The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with co-workers and the public; work under severe time constraints and meet multiple demands from several people. The work performed frequently requires frequent use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to work overtime and flexible work hours including weekends and holidays; travel occasionally; move, lift, pull and carry heavy objects frequently weighing 50 pounds and occasionally weighing up to 75 pounds with assistance. Operation of state-owned vehicles is required (valid Driver's license and State Defensive Certificate).

The employee may be required to sit or stand for long periods of time, and exposed to fluctuating building temperatures.