



COUNTY OF HUNTERDON

Hunterdon County Department of Administrative Services

Vehicle Services Division

Job Vacancy: Storekeeper

Annual Contractual Salary-\$33,800.00 – 40 hour workweek

This position is responsible for coordinating, receiving, storing, inventorying, and issuing supplies, parts, and equipment. Will be required to check in all shipments examine, count, and confirm receipt in good order and condition. Will unpack and store all equipment keeping an accurate count and inventory by item and location. Responsible to keep the storeroom space orderly and clean. Will prepare all the necessary requisitions, records, and files to account for all purchases and stock. Will deliver parts and materials as necessary to various County locations, does other related duties as required.

Requirements: Two (2) years of experience in obtaining, recording, storing, safeguarding, and issuing varied types of parts, equipment, materials, and supplies. This position requires a valid New Jersey driver's license.

Hunterdon County offers excellent health and dental benefits, paid leave, paid holidays and this position is eligible for participation in the New Jersey State Retirement System.

For detailed information about the position please visit the New Jersey Civil Service Commission website and review the job specification:

<https://info.csc.state.nj.us/jobspec/03779.htm>

To Apply: Please submit a County Employment Application:

<http://www.co.hunterdon.nj.us/pdf/jobapp.pdf>

Send to: Hunterdon County Human Resources via email personnel@co.hunterdon.nj.us or US Mail to 71 Main Street, PO Box 2900, Flemington NJ 08822

HUMAN RESOURCES DEPARTMENT
71 MAIN STREET, 1ST FLOOR
PO BOX 2900
FLEMINGTON, NJ 08822

TELEPHONE: (908) 788-1114

FAX: (908) 806-4238

E-MAIL: PERSONNEL@CO.HUNTERDON.NJ.US



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**This position is covered by the New Jersey Civil Service Commission (NJCS) and all initial appointments are provisional. Candidates will be required to successfully participate in examination and appointment processes conducted by NJCS post-hire.*

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