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Supply

S05011 – S05012

DESCRIPTION OF OCCUPATIONAL WORK

Positions in the Supply series are focused on sales, storekeeping, inventory control, and distribution work in the daily operation of one or multiple store or warehouse areas. Work functions may include ordering, receiving, pricing, displaying, storing, selling, requisitioning, receiving, and distributing inventory items. Work assignments range from greeting and performing checkout functions for customers to balancing daily sales receipts and preparing sales reports to receiving, storing, distributing, and managing inventory in centralized warehouses. Incumbents typically oversee the work of volunteers, patients/residents, inmates and supply or inventory personnel. Job factors used to classify positions to levels within this series include the scope and complexity of assigned duties and responsibilities, supervision given and received, level of decision-making authority, and use of independent judgment to resolve problems.

Supply Technician I

S05011

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under general supervision, performs routine sales, storekeeping, and inventory control duties in the daily operation of one or more store facilities. Work assignments are clearly defined and performed under established work procedures and processes. Employees have responsibility for regular purchasing, receiving, and displaying of products and merchandise. Work involves standardized and repetitive customer and vendor contact. This consistency is commonplace, with the exception of marketing products for sale, where creativity is utilized for merchandising displays. Employees consult with a supervisor or lead staff on matters not covered by rules or procedures and obtain approval for decisions or actions not previously performed or authorized.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Meets, greets, and performs check out functions for customers. Provides customer assistance to members, staff, visitors, and/or the general public. Refers to supervisor or follows up on customer requests and complaints as directed.

Operates a cash register, point-of-sale system, credit card reader, and/or other related equipment to finalize customer transactions. Maintains charge accounts.

Balances daily sales reports using computer software programs and related documents. Compiles charge accounts and daily receipts. Records and maintains daily sales receipt records and verifies expenditures. Deposits money, invoices, and credit card receipt/expenditure records per agency procedure.

Prepares monthly sales reports including summary of sales, mail orders, taxes, shipping and handling charges incurred.

Prepares and processes purchase orders. Receives, opens, and unpacks inventory, supplies, and merchandise. Reconciles against purchase order to ensure correct items are received. Reviews quality of inventory and coordinates with vendor or notifies supervisor to rectify incorrect shipments or damaged products. Prices merchandise. Stocks shelves, racks, bins, refrigerators, and display cases in an orderly and visually pleasing manner.

Modifies and creates new displays to effectively market and promote products/merchandise during a particular season or event. Provides suggestions for new merchandise to sell.

Meets with sales representatives to view and sample new products. Performs research on new products including applicability and pricing.

Prepares simple food items, e.g., sandwiches, sundaes, malts, and serves beverages, salads, fruit, candy, and other available concession items.

Conducts periodic inventory of supplies and merchandise and compiles inventory records. Performs inventory control and monitors supply usage. Rotates stock according to established procedures.

Maintains cleanliness, orderliness, and security of the work area. Performs routine housekeeping tasks as needed. Ensures machines and equipment are maintained and repaired as necessary.

May orient, supervise, and direct the work of residents, patients or members as assigned. Coordinates assistants work schedules, workflow, and work processes.

Assists in developing agency/facility storage and storekeeping policies, procedures, and guidelines.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and practices of customer service; basic arithmetic; storekeeping and inventory procedures; recordkeeping and/or bookkeeping practices.

Skill in: assisting and working with customers; operating a cash register, credit card reader, and calculator; working with customers; marketing products to generate interest; displaying items and objects in a visually pleasing manner.

Ability to: communicate effectively; understand, and follow instructions; learn, apply, and enforce agency and/or facility regulations pertaining to store operations; estimate stock needs and judge the quality of merchandise; lead and/or oversee the work of others; maintain accurate records; bend, twist, push, pull, and lift boxes and other objects and reach with body, arms, and legs; perform duties in an unheated or un-air-conditioned building.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience in customer service, marketing, visual/retail merchandising, sales, inventory, warehouse or other closely related field.

[LEGAL REQUIREMENTS:](#) (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

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Supply Technician II

S05012

[DISTINGUISHING CHARACTERISTICS:](#) (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under limited supervision, performs skilled work related to material supply, inventory, and warehouse management in one or more storeroom units or warehouse locations. Work assignments allow for a moderate degree of responsibility for work sequencing, priority and timing. Incumbents lead store or warehouse operations including all aspects of ordering, receiving, and storing materials, supplies, and equipment and maintaining an accurate record of current inventory. Work involves a thorough understanding of the procurement process, inventory controls, storage, and distribution practices. Decisions involve responsiveness to continual changes in inventory and customer demands, availability of storage space and delivery complications.

[EXAMPLES OF WORK:](#) (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Establishes delivery schedules and receives ordered supplies and materials. Opens and unpacks inventory, supplies, and merchandise. Checks purchase receipts and invoices for accuracy. Reviews quality of inventory and coordinates with vendor to rectify incorrect shipments or return damaged goods. Stocks shelves, racks, bins, refrigerators, and related storage containers per identified location.

Operates hand-dollies, fork lifts, and pallet jack to move product and stock inventory. Stocks shelves and rearranges stock to accommodate inventory movement and maximize space utilization.

Performs inventory control and monitors supply usage. Rotates stock according to established procedures. Maintains compliance with State and agency policies regarding receipt issuance, inventory, and security of supplies, materials, and equipment. Generates and maintains regular inventory reports.

Maintains records related to requisitions, purchases, receipt stocking, inventory, and issuance of supplies. Fills requisitions from stock upon receipt and prepares items for shipment. Examines and processes shipping documents.

Maintains storeroom/warehouse in a clean, safe, and orderly condition. Performs routine housekeeping tasks as needed. Ensures machines and equipment are maintained and repaired as necessary.

Leads, oversees, or supervises supply, warehouse personnel or inmate workers. Instructs and trains on work techniques and procedures, safe operation of equipment, and security guidelines.

Develops or assists in the development of inventory and storage policies and procedures. Updates inventory/storage plans and locator systems for ease of accessibility and requisitioning.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and practices of customer service; basic arithmetic; warehouse and storage operations including shipping and receiving; stock control and inventory systems, methods, and procedures; general bookkeeping procedures.

Skill in: assisting and working with customers; instructing, training, and overseeing the work of others; the operation of materials handling equipment.

Ability to: communicate effectively; understand and follow instructions; learn, apply, and enforce agency and/or facility regulations pertaining to inventory and warehouse operations; estimate stock needs and re-order materials, supplies and equipment; prepare reports; lead and/or oversee the work of others; maintain accurate records; bend, twist, push, pull, and lift boxes and other objects and reach with body, arms, and legs; perform duties in an unheated or un-air-conditioned building; independently problem solve; organize and maintain work areas.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

One year of experience in inventory, warehouse, material supply or other closely related field.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

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SPECIAL NOTES APPLICABLE TO ALL LEVELS:

Some positions in this series may require possession of a valid driver's license for work-related travel.

Some positions may require fork lift operator certification within the first six months of employment.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 6/30/2021

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date