

JOB VACANCY ANNOUNCEMENT
(Civilian)



VACANCY #:	2019048	CLASS CODE:	3PA3
VACANCY TITLE:	Stores Clerk III (2 positions)		
VACANCY LOCATION:	Field Support Services - Indianapolis		
STARTING SALARY:	\$20,852.00	*Starting salary may be adjusted based on education, experience and training.	
OPEN DATE:	April 11, 2019	CLOSE DATE:	April 24, 2019

Job Description: (Responsibilities/Duties)

To serve as a civilian employee of the Indiana State Police whose primary responsibility is to receive and distribute all parts, supplies and equipment as requested from Department personnel. To distribute clothing, supplies, equipment, weapons and ammunition as needed. To maintain delivery fleet, lift trucks and forklifts in operational order. Schedule, load, unload and complete delivery of items to the Field, Headquarters and other designated locations.

Minimum Requirements:

A. Education, Training, Experience

Must be a high school graduate or possess the equivalent GED. Must possess a valid Indiana driver's license. Ability to keep records and reports updated as required.

B. Physical

Ability to work under pressure and function in a stressful environment. Must be able to function independently and maintain confidentiality. Work is performed by driving delivery trucks, distributing goods and working in a warehouse environment. Subject to dust and noise and the handling of some hazardous materials. Perform considerable lifting and climbing and traveling. Ability to operate a computer for inventory control. Ability to lift and move heavy objects and work from ladders at excessive heights. Must be able to be trained and certified to operate a forklift.

Additional Comments: To be considered for this position you need to apply on-line at:

Indiana State Police - Career Opportunities - Civilian Opportunities at <https://www.in.gov/isp/3627.htm>

Must be able to successfully pass a background investigation. Applicants are asked to submit a complete work history. All applicants are required to submit copies of high school transcript or GED certificate, any college transcripts, technical certificates and a military DD214 (if applicable). Please indicate your name and the position for which you have applied when forwarding all attachments.

Please e-mail the above listed items to ISPCivilianJobs@isp.in.gov or mail to:

Indiana State Police
Human Resources Division
100 North Senate Avenue
Indianapolis, IN 46204-2259
Attn: Brandon Lowe

Indiana State Government is an E-Verify employer and all new employees are required to have their employment eligibility verified through the Department of Homeland Security and Social Security Administration. To remain in accordance with the law, the Immigration Reform and Control Act requires that we certify the identity and work eligibility of all new employees. Therefore, this appointment is subject to your presentation of proper documentation as required by the law. The Employment Eligibility form (Form I-9) and all other needed documentation can be found at www.uscis.gov/files/form/i-9.pdf. Please note that if you submit a document from list B of Form I-9, this document must contain a photo ID to establish identity. All new employees must present the required documents in person, on your first day of employment. Failure to comply may result in dismissal until proper identification can be provided.

Benefits

The Indiana State Police offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

Equal Employment Opportunity

The Indiana State Police is an Equal Opportunity Employer.

AUTHORITY: Major Sorrells

by:
Personnel Officer I