STATE OF UTAH
invites applications for the position of:

Warehouse Worker II

**SALARY:** $12.77 Hourly

**OPENING DATE:** 08/20/20

**CLOSING DATE:** 09/03/20 11:59 PM

**# OF OPENINGS:** 1

**BENEFITS:** This position is eligible for a full benefits package. See benefits tab below for details.

**BACKGROUND CHECK:** You must successfully pass a criminal history check.

**DRIVER LICENSE REQUIREMENTS:** Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link: https://rules.utah.gov/publicat/code/r027/r027-007.htm#T3

**LOCATION:** Utah State Prison - Warehouse 14425 S. Bitterbrush Lane Draper, UT 84020

**RECRUITER:** Erin Rhead ~ 801-545-5504 ~ erhead@utah.gov

**SCHEDULE CODE:** B - Competitive Career Service - Employment in this position requires a probationary period.

**JOB DESCRIPTION:**

Do you enjoy working in a warehouse environment? Are you looking for a position where you can build a great career? Would you like to be part of a fantastic team with the Utah State Prison warehouse? **We have the perfect position for you as a Warehouse Worker II.**

**Principal Duties:**

- Locate and secure state and federal surplus property for clients.
- Maintain the inventory system.
- Ensure that there is an adequate supply of materials available. Orders, receives, inspects, and stores equipment, merchandise, commodities, materials, and/or supplies.
- Conducts regular and/or spot check inventories of merchandise, supplies, or equipment.
- Identifies problems or potential problem areas and recommends solutions.
- Analyzes, summarizes and/or reviews data; reports findings, interprets results and/or makes recommendations.
- Responsible to coordinate all shipments through third party providers (FedEx, UPS, USPS, etc.)
- Drives a box truck and/or operates a fork lift, pallet jack, etc.

**The Ideal Candidate**

The ideal candidate for this position has the following:

- Ability to precisely enter, transcribe, record, store, or maintain information in either written or electronic form.
- Can correctly follow a given rule or set of rules in order to arrange things or actions in a certain order.
- Ability to arrange, coordinate, or schedule time and details.
- Excellent skills in maintaining accurate records and logs.
- Experience operating a fork lift, pallet jack, and box truck.
- Great customer service skills working with both customers and vendors.
Previous inventory experience.

Why You Should Join Our Team
The Utah Department of Corrections supports the pursuit of professional growth and development through a culture that encourages great employees, great attitudes and great teamwork. Besides working with a dedicated team of professionals who are dedicated to ensuring the public's safety, you will receive great health and retirement benefits. Click here to view a summary of the benefits we offer. We also provide a generous paid time off so you can spend more time with your family and have a positive work-life balance.

The Agency
The Utah Department of Corrections is a dedicated team of professionals who ensures public safety by effectively managing offenders while maintaining close collaboration with partner agencies and the community. Our team is devoted to providing maximum opportunities for offenders to make lasting changes through accountability, treatment, education, and positive reinforcement within a safe environment. For more information about the Utah Department of Corrections please click here.

EXAMPLE OF DUTIES:

TYPICAL QUALIFICATIONS:

SUPPLEMENTAL INFORMATION:

- Risks which require the use of special safety precautions and/or equipment, e.g., working around operating machines, working with contagious diseases or hazardous chemicals, etc.
- The work requires considerable and strenuous physical exertion such as frequent climbing, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas, defending oneself and/or others against physical attack.
- DHRM rules regarding promotions and transfers apply to current state of Utah employees.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Department of Human Resource Management at (801) 538-3025 or TTY (801) 538-3696.

APPLICATIONS MAY BE FILED ONLINE AT:
https://www.governmentjobs.com/careers/utah

2120 State Office Building
Salt Lake City, UT 84114
801-538-3025
statejobs@utah.gov

Warehouse Worker II Supplemental Questionnaire

* 1. The interview selection process is based on your answers to the application questions. Failure to answer the application questions appropriately may result in disqualification. Your answers to the questions on this application must be supported by your resume otherwise you may not receive credit. "See resume" is not an acceptable answer to any question.

☐ I acknowledge that I have read the statements above.

* 2. This position will be working from an area located in the Utah State Prison. Are you willing to work in an institutional/prison setting, where you may have minimal contact with inmates?

☐ Yes
☐ No

* 3. Employment working in a public safety/law enforcement environment requires a criminal history check (BCI) that will be conducted before a final offer of employment. *If you are a current or past employee, your file will be reviewed as part of the hiring process.
I acknowledge that I have read the statements above.

* 4. The essential functions of this position include lifting 50 pounds, bending, loading trucks, unloading trucks, etc. Are you able to perform these functions?
   - Yes
   - No

5. If you answered 'Yes' to the above question, please describe your experience, including specific job titles and responsibilities, as well as the length of time performing in each position(s).

* 6. How many years experience do you have working in a warehouse?
   - None
   - Less than 1 year
   - 1-3 years
   - 4-6 years
   - 7-9 years
   - 10+ years

* 7. Please rate your experience working in a warehouse.
   - No experience
   - Limited experience
   - Moderate experience
   - Extensive experience

* 8. Please rate your experience handling storage and inventory of goods.
   - No Experience
   - Limited Experience
   - Moderate Experience
   - Extensive Experience

* 9. Please rate your experience sorting large quantities of items.
   - No experience
   - Limited experience
   - Moderate experience
   - Extensive experience

* 10. Please select how many years of work experience you have in maintaining logs and records.
   - None
   - Less than 1 year
   - 1-3 years
   - 4-6 years
   - 7-9 years
   - 10+ years

* 11. Describe your work experience maintaining logs and records. Be detailed; list the type of logs or records, how you maintained them and with what company?

* 12. How many years of experience do you have in driving or operating box trucks, tommy lifts, forklift, reach, or over sized vehicles?
   - None
   - Less than 1 year
   - 1-3 years
   - 4-6 years
   - 7-9 years
   - 10+ years

13. Describe which machinery you have experience with and how used. (Box truck, Tommy lifts, forklift, reach, or over sized vehicles).
14. Please rate your experience working in a warehouse where you were held responsible to coordinate or organize items in-accordance to warehouse standards.

- No experience
- Limited experience
- Moderate experience
- Extensive experience

15. Please rate your ability to work accurately, with close attention to detail.

- None
- Beginner
- Intermediate
- Advanced

16. Briefly describe your thoughts on team work and how you have demonstrated that you’re a team player. Include what it means to take the lead/be a leader in a team environment.

17. Please indicate how you heard about this specific job posting.

- State Jobs
- An External Job Posting Site (Indeed, LinkedIn, etc.)
- Social Media (Facebook, Twitter, etc.)
- Advertisement (Newspaper, Internet, Radio, etc.)
- Professional Network
- University Network (Career Center)
- Referred by a Friend or Colleague
- Contacted by a Recruiter
- Career Fair
- Internal communication from a State Agency that employs me - State employees only
- Other

* Required Question