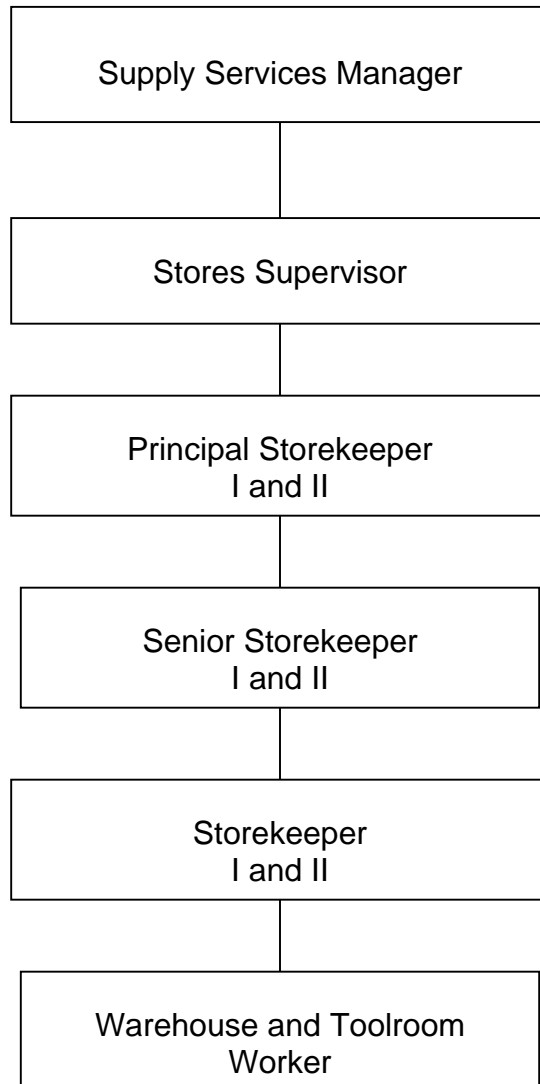


**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR WAREHOUSE AND TOOLROOM WORKER

This information is being given to you to describe potential opportunities as a Warehouse and Toolroom Worker. The career ladder that Warehouse and Toolroom Workers most commonly enter into is diagrammed below. The typical duties and requirements for the first promotional level of this career ladder is also described. However, this may be subject to change. You may review the class specifications and some job bulletins through the Personnel Department's website at www.lacity.org/PER or you may request a copy of this information from the Personnel Department, Room 100. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Storekeeper

Duties: Assigns, reviews, and evaluates the work of a small group of employees engaged in ordering, receiving, inspecting, storing, issuing, securing and accounting for materials, supplies, automotive parts, tools and equipment and performs related minor repair and assembly work; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

Requirements:

1. Two years of full-time paid experience as a Warehouse and Toolroom Worker for the City of Los Angeles; or
2. Two years of full-time paid experience in a class which is at least at the level of Warehouse and Toolroom Worker and which includes all of the following activities: ordering, receiving, inspecting, storing, issuing, securing and accounting for each of the following categories: materials, supplies, tools and equipment.

Note: The above information does not replace class specifications and examination bulletins.

PREPARING YOURSELF FOR PROMOTION

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (213) 847-9240 to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9800, in Room 380, Personnel Building.