

## **BOOKSTORE CLERK I**

### **GENERAL STATEMENT:**

Responsible for cash register sales and shelf stocking in the Bookstore.

### **REPORTS TO:**

Bookstore Manager

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED; Associate degree preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Two (2) years work experience in retail.

#### **OTHER:**

Interpersonal skills.

### **DUTIES AND RESPONSIBILITIES:**

- Transacts business in the check-out lane.
- Responsible for cash drawer in the bookstore
- Assist students in the selection of books and supplies.
- Responsible for campus mail service.
- Responsible for fax service for faculty and students.
- Other duties as assigned by bookstore manager or other appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- May be required to lift, push, or pull 50 lbs.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 02/08/95*

*Revised: 11/27/96*

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