

BOOKSTORE CLERK II

GENERAL STATEMENT:

Responsible for coordinating campus vending operations, providing courier service, and assisting in Bookstore operations.

REPORTS TO:

Bookstore Manager

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED; Associate degree preferred. Computer experience preferred.

LICENSE OR CERTIFICATION:

Texas Class C driver's license.

EXPERIENCE:

None

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Serve as coordinator between TVCC and vending companies.
- Serve as courier between campuses twice each week.
- Retrieve records for business office as needed.
- Transport locked money bags to and from the bank daily.
- Transport mail to the post office daily.
- Generate reports for bookstore manager.
- Other duties as assigned by the bookstore manager.

PHYSICAL REQUIREMENTS:

- May be required to lift, push, or pull 70 lbs.

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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: 09/21/95

Revised: 1/6/99

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