



Trinity Valley Community College

Job Description

Bookstore General Clerk

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Responsible for providing courier service and assisting in Bookstore operations including serving student, faculty and staff needs. With travel to other campuses on a regular basis.

REPORTS TO:

Director of Bookstore Services

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

High school diploma or GED

PREFERRED:

Associate degree

EXPERIENCE REQUIRED:

Two (2) years' work experience in related field

PREFERRED:

Experience with inventory control in retail

OTHER LICENSES OR CERTIFICATIONS:

KNOWLEDGE AND SKILLS REQUIRED:

- Operating equipment – office or otherwise
- Interpersonal and/or customer service skills
- Computer software proficiency – Microsoft Office

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Answer incoming calls regarding Bookstore inquiries.
- Perform duties related to college mail and courier services, including U.S. Mail and intercampus mail.
- Personally maintain, and assist other staff in maintaining a level of excellence in customer service.
- Assist in textbook buy-back process each semester.
- Assist in the delivery of break room supplies for all campuses.
- Assist students in the selection of books and supplies required for specified classes.
- Maintain current inventory of textbooks, receive and verify textbook orders from vendors.
- Deliver textbooks to all campuses each semester.

All TVCC positions are security sensitive and require a criminal background check.



Trinity Valley Community College

Job Description

Bookstore General Clerk

- Work assigned schedule and comply with timekeeping policy.
- Maintain confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Light Van
- Seat Belts
- Shoulder harnesses
- Cellular Phone
- Small hand tools
- Copier

PHYSICAL DEMANDS:

- Requires: Stooping, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Grasping, Talking, Hearing, Seeing, Repetitive Motions, Sedentary work, Computer Work, Light work, Medium Work
- Subject to: Crouching, Weekly, Finger dexterity, Heavy Work
- May need: Kneeling, Very Heavy Work
- Occasionally need to: Balancing

MENTAL DEMANDS:

- Hazardous Physical Conditions: Less than 25% of the time
- Extreme Temperatures: More than 50% of the time
- Work Space Restricts Movement: More than 50% of the time
- Emotional control under stress: Less than 25% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was 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: 7/18/01

Revised: 9/13/2021

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Non-Exempt	TVCC Job Code:	1127
DBM:	A	Travel Required:	More than 50% of the time
IPDEDS/SOC CODE:	43-9199	Employment Status:	Full-Time
SALARY GRADE:	100	Length:	12 Mo.
FUND:	200	TRS POS. CODE	TRS 03

All TVCC positions are security sensitive and require a criminal background check.