

BOOKSTORE GENERAL CLERK

GENERAL STATEMENT:

Responsible for providing courier service and assisting in Bookstore operations including serving student, faculty and staff needs.

REPORTS TO:

Director of Bookstore Services

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED required; Associate degree preferred.

LICENSE OR

CERTIFICATION:

Texas Class C driver's license

EXPERIENCE:

Two (2) years' work experience in related field. Experience with inventory control in retail preferred.

OTHER:

Microsoft Office Word, Excel and Outlook preferred. Excellent interpersonal skills including, but not limited to: providing outstanding customer service to students and other Bookstore customers, maintaining a helpful, professional attitude and projecting a positive image for the College.

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

PHYSICAL REQUIREMENTS:

- Balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing
- Prolonged use of computer (repetitive motions)
- Sedentary to Very Heavy Work
- Within the general range of an office environment
- May require irregular evening or weekend hours

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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: 07/16//18

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