

**CLASS TITLE: BOOKSTORE CLERK**

**Class Code: 02418200**

**Pay Grade: 09A**

**EO: F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** In a bookstore located a state university, college of other institution of learning, to serve as a retail clerk serving customers, recording sales, maintaining records and performing limited housekeeping chores; to act as a cashier in a bookstore; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a supervisor; work is reviewed in process for conformance to established policies and procedures.

**SUPERVISION EXERCISED:** Usually none.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In a bookstore located at a state university, college or other institution of learning, to serve as a retail clerk waiting on students, faculty members, staff members and other patrons.

To operate a cash register, receiving payments for merchandise sold, registering such payments and accounting for cash received.

To answer inquiries related to the location of books, merchandise and other sundry items on sale in the bookstore.

To record and complete charge slips for credit transactions.

To take special orders for books and merchandise not in stock.

To accept merchandise and books returned and to record such returns on inventory control forms.

To safeguard bookstore property and merchandise against pilfering and shoplifting.

To dust and clean books, merchandise, shelving and sales areas and to refill stock as needed.

To maintain records and inventories.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the procedures and practices used in registering and handling cash receipts; a working knowledge of bookstore sales procedures and practices; the ability to deal with the general public in a courteous and helpful manner; a familiarity with the operation of a perpetual inventory; the ability to record bookstore transactions; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a senior high school; and

**Experience:** Such as may have been gained through: employment in a bookstore, other retail establishment or in a capacity requiring direct contact with the general public.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: May 28, 1972

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