

## BOOKSTORE CLERK II\*

### **Function of Job:**

Under direct supervision from higher level clerk and/or clerk and/or designated supervisor, to perform duties involve in receiving, unpacking, checking, stocking, pricing, and selling bookstore merchandise.

### **Characteristic Duties and Responsibilities:**

1. Sell bookstore merchandise to customers.
2. Stock retail area as needed.
3. Report items for re-order.
4. Receive and unpack shipments of books and supplies.
5. Check purchase orders against vendor's invoices for materials received.
6. Post prices on merchandise.
7. Make up kits for special courses.
8. Assist in taking inventory.
9. May train employees of lower rank and/or student workers as assigned.
10. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Sufficient physical dexterity to perform duties and responsibilities of this job.
2. High school graduation.
3. One year of experience in a bookstore or retail organization

### **Additional Desirable Qualifications:**

1. Knowledge of bookstore operations and books.
2. Office experience.
3. Typing skill.

6/24/82  
System Approval

6/24/82  
Effective Date

\*Revised - Original approved 5/21/75 and revised approved 2/20/79.

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.