

## BOOKSTORE CLERK III\*

### **Function of Job:**

Under direct supervision of designated supervisor concerning objectives and required results, to perform various duties in a bookstore requiring initiative and independent judgment concerning priorities and procedures to be employed.

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

1. Sell bookstore merchandise to customer.
2. Process paperwork such as interdepartmental orders and invoices.
3. Receive, check in, and reconcile shipments of supplies, and textbooks.
4. Establish and post prices on merchandise.
5. Make arrangements for return of texts as approved by publishers, and process new text orders.
6. Assist in taking of inventory.
7. Service telephone inquiries.
8. Train employees of lower rank and/or student workers as assigned.
9. Compose letters and compile data which require exercise of judgment and originality.
10. Transfer data from source documents indicating textbook returns to computer via a data entry device.
11. Retrieve and display data by utilizing existing computer programs. Such activity may include selection of variables to be supplied by the user, or through interactive query.
12. Perform related duties as required.

### **Minimum Acceptable Qualifications:**

1. High school graduation.
2. Two years of experience in a bookstore or sales organization.
3. Knowledge of bookstore operations and books.
4. Willingness to take campus-sponsored work-related short courses.
5. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy lifting.

### **Additional Desirable Qualifications:**

1. Office experience.
2. Typing skill.
3. Understanding of programming terminology and familiarity with computer-based procedures and systems.
4. Experience with computer equipment.

7/29/83  
System Approval

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Effective Date

\* Revised – original approved 5/21/75 and revised 2/20/79 and 6/24/82.

**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.**