

BOOKSTORE CLERK IV*

Function of Job:

Under general supervision from designated supervisor concerning objectives and desired results, to perform various duties in a bookstore requiring initiative and independent judgment concerning priorities, procedures and retailing methods employed.

Characteristic Duties and Responsibilities:

1. Act as buyer of used textbooks from students.
2. Act as buyer of specified categories of merchandise, i.e. prints, reference, professional books.
3. Research and execute special orders.
4. Set up and operate supply department at bookrush.
5. Supervise employees of lower rank and or hourly workers as assigned.
6. Operate service window when store is closed.
7. Contact publishers or other vendors to resolve any problems.
8. Assist in composing advertisements, special marketing displays or special promotions.
9. Operate the Art Store unit.
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. Three years of retail experience.
3. Knowledge of college/university bookstore operation 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. Purchasing experience.
2. Office experience.
3. Typing skill.
4. Understanding of programming terminology and familiarity with computer-based procedures and systems.
5. Experience with computer equipment.

7/19/83

System Approval

7/19/83

Effective Date

* Revised – original approved 6/24/82.