

RECEIVING CLERK*

Function of Job:

Under direct supervision from designated supervisor, perform duties related to the receipt, return or distribution of incoming materials/equipment and assist in various manual/ record keeping duties in a bookstore or receiving unit or perform receiving/distribution duties for campus.

Characteristic Duties and Responsibilities:

1. Unload incoming books, supplies, equipment and/or other materials, as assigned.
2. Receive, check in and route daily mail.
3. Record receipt of materials against appropriate purchase orders and maintain spreadsheets as needed.
4. Price textbooks and/or other materials, as necessary, and transport to assigned spaces in sales or storage area.
5. Assist in moving of heavy cartons and other materials, as requested.
6. Perform specific duties related to the return of materials or equipment such as counting, preparation of weigh bills, checking against return forms, packing, and completing mail and/or shipping forms.
7. Perform specific duties related to book rush periods, such as set-up, selling, checking daily receipts.
8. Supervise student/hourly staff as assigned.
9. Act as cashier or sales clerk, as required.
10. Deliver materials to proper departments.
11. Maintain trend data for budget/purchasing planning purposes.
12. Maintain data base for inventory control.
13. Transport hazardous materials as assigned.
14. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

1. High school graduation.
2. Keyboarding and computer application skills such as spreadsheets, word processing, e-mail, browser software, data entry/retrieval/management and knowledge of software applications as required by department.
3. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work.
4. Ability to establish and maintain effective working relationships with faculty, staff, students, and the general public.

Additional Desirable Qualifications:

1. At least one year of college including basic math courses.
2. One year of related experience in a bookstore or receiving unit.

9/15/05
System Approval

9/15/05
Effective Date

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.

* Revised - original approved 1/28/75 and revised 11/3/78, 2/20/79, and 12/9/94.