

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Bookstore Sales Clerk, Assistant

Unit: Office Technical

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Job Code: J1960
Original Date: 02/1991
Last Revision: 04/2017
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 06

DEFINITION

Under the direction of an assigned supervisor or manager, sell and collect money for bookstore merchandise and unpack and shelve merchandise.

EXAMPLE OF DUTIES

1. Operate cash register, make change, operate refund window, and verify opening bank and cash receipts.
2. Stock retail sales floor; unpack merchandise; prepare in-coming merchandise for verification; and store stock in and pull stock from ready-issue area.
3. Conduct periodic inventories of texts and resale and operating supplies.
4. Clean shelves and merchandise and perform general housekeeping duties.
5. Assist students and instructors in locating textbooks and supplies.
6. Provide information to students in person or on the telephone regarding hours of operation, procedures, textbook availability, book lists, catalogs, refunds, and deadlines.
7. Receive payment for and mail catalogs; maintain records of receipts and mailings.
8. Assist in issuing desk copies to instructors; keep records of issues; request replacements; prepare billings for desk copies not replaced.
9. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic arithmetic.
- Basic record-keeping techniques.
- Oral communication skills in English.
- Reading and writing communication skills in English.
- Technical aspects of field of specialty.

Skills and Abilities:

- Communicate effectively both orally and in writing in English.
- Establish and maintain effective working relationships with others.
- Maintain records and files.
- Maintain work areas in a clean and orderly condition.
- Make simple arithmetic calculations.
- Operate a cash register and make change.
- Operate computers and related equipment.
- Provide prompt, efficient, and courteous customer service.
- Receive merchandise and stock shelves.

Understand and follow oral and written directions in English.
Work cooperatively with others.

Training and Experience:

Any combination equivalent to: graduation from high school and one year of retail sales experience.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Moderate, bookstore setting.