

BOOKSTORE STOCK CLERK

DEFINITION

Under supervision of assigned supervisor/manager, receive, price, display and sell books and merchandise, and perform related work.

TYPICAL DUTIES

Receive, inspect, and price incoming stock for conformity to purchase orders and packing lists; report shortages, damages, and other discrepancies; receive, edit, and enter receiving information and inventories using computerized inventory system; conduct periodic and annual inventories; assist with buying back books, making refunds, approving checks, operating cash register, maintaining specific lines of merchandise, and making returns to publishers; assist in the oversight of the operation of the college store during the evening hours and oversee student clerks in receiving, floor operations and the merchandising of school textbooks and supplies; operate vehicle to pick up and deliver items from campus warehouse; maintain cleanliness of the stockroom and bookstore area; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Promotional

Bookstore Stock Clerk

General

One year of experience as a Bookstore Clerk in Los Rios CCD.
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One year of experience related to the duties of the position.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

SPECIAL REQUIREMENT

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Any offer of employment will be contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

Applicable policies, regulations, procedures and processes; effective customer service skills; methods used in receiving, storing, issuing, and inventorying of supplies and equipment; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment.

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations.

Physical and Environmental Factors: May perform light to moderate work in temperatures above 80 degrees; stand and maneuver for long periods; work in confined or cramped spaces; lift, move, reach and bend repeatedly in working with heavy objects; lift heavy objects (up to 50 pounds) with or without assistance (objects are sometimes elevated from floor level to above shoulders); and climb and work on ladder with heavy objects.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; dollies, carts, forklift and pallet jacks; other equipment common to the field to which the position is assigned.