



HUMAN RESOURCES OFFICE

RETAIL CLERK 2

May 12, 2009

District

JOB CLASS # 227G

LEVEL 31

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GENERAL DEFINITION

Under general supervision of the Book Store Supervisor, this position is responsible for shipping and receiving, invoicing, record keeping, and stocking for retail goods and store supplies.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- *1. Receive, price and stock merchandise ensuring items are received in a timely manner so product can go to the sales floor and be sold. Review and/or ship website orders & reservations.
- *2. Process invoices for merchandise received.
- *3. Process shipping requests and returns to vendors so proper credit may be received.
- *4. Maintain accurate electronic and manual files. Generate reports as needed.
- *5. Maintain office, receiving area & equipment ensuring cleanliness of the area.
- *6. Prepare daily deposit log and have deposits ready for pickup by Loomis.
- *7. Assist customers on sales floor.
8. Perform store openings and/or closings as scheduled.
9. May perform cashiering as needed.
10. Perform related duties as required.

*** Indicates this is an "essential duty" as defined by the Position Description Form on file.*

REQUIRED COMPETENCIES (MINIMUM QUALIFICATIONS)

1. Knowledge of inventory control.
2. Thorough understanding of United States Postal, UPS and FEDEX shipping.
3. Ability to use computers and database software.
4. Excellent customer service skills.
5. Excellent cash handling skills.
6. Ability to multi-task in a fast paced environment.
7. Acceptance of the responsibility to promote the welfare and best interests of students at all times.
8. A demonstrable understanding and acceptance of the mission, values, goals and objectives of CCS.
9. The ability to perform assigned duties in a manner consistent with applicable laws, regulations and goals of the institution, community and technical college system.

10. A demonstrated understanding and value for the contributions that a diverse workforce can make to the success of the organization and the students we serve.

PREFERRED COMPETENCIES (DESIRED QUALIFICATIONS)

1. Ability to utilize PRISM computer system and software to do shipping/receiving duties.
2. Skill in use of UPS, Fed X and other freight procedures.
3. Experience in retail and shipping.
4. High school graduation or equivalent.

PHYSICAL REQUIREMENTS - *Determined from the Working Conditions Analysis form (on file)*

Incumbent must be able to climb, pull, stoop, kneel, crawl, twist and crouch while performing stockroom duties. Incumbent must stand or walk for long periods of time. Duties include daily lifting of boxes or objects up to 20 pounds and frequently up to 50 pounds to a maximum of 80 pounds as needed on shipment receiving times. The job requires repetitive movement of the wrists, hands, and/or fingers.

CONDITIONS OF EMPLOYMENT

Position is eligible for overtime
6 month Probation Period
Requires criminal background check
Position is covered under collective bargaining agreement