BOOKSTORE ASSISTANT
JOB #FCC736
$2,967- $3,594 per month

The District pays employee’s portion of PERS retirement contribution. This is a classified position subject to a one-year probationary period.

DATE POSTED: August 22, 2013
CLOSING DATE: September 9, 2013
POSITION LOCATION: Fullerton College - Bookstore
SCHEDULED: 9:45 a.m., - 6:15 p.m., Monday through Thursday
            8:45 a.m., - 5:15 p.m., Friday
            (Schedule and shift are subject to change in accordance with department needs.)
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for performing cashiering duties, assisting in maintaining the inventory, and providing assistance and information to customers at a bookstore. Order merchandise for campus bookstore in accordance with established guidelines and procedures; receive, price and shelve books and merchandise; maintain books and merchandise in a clean and orderly condition. Verify checks and process credit card purchases; prepare and process requisitions as directed; process invoices and purchase orders according to established guidelines and procedures. Open and close cash registers; operate cash registers for sales, returns and buybacks; receive monies and make change; process refunds and exchanges; deposit monies in safe; open and close bookstore as assigned. Communicate with various campus departments and students to provide and receive information to facilitate delivery of services. Answer and direct telephone calls; assist and provide information to students, staff and others regarding books, merchandise, bookstore policies and procedures and other routine information. Assist in other bookstore activities as needed; assist students and staff in locating textbooks and supplies; assist and participate in annual stock inventory. Prepare and maintain various records and reports as necessary such as requisitions, accounts and stock records; enter data into computer to maintain accurate records of sales. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: High school diploma or equivalent AND previous experience working in a retail environment is preferred.

Ability to: Operate a cash register and make change accurately; make arithmetic calculations quickly and accurately; maintain routine records; operate a variety of office equipment such as calculator, computer, copier, typewriter, credit card authorization machines, etc.; assist students and staff regarding bookstore merchandise and operations; understand and follow oral and written directions; communicate effectively, both orally and in writing; establish and maintain effective working relationships with others.

Knowledge of: Cashiering procedures and techniques; receiving and shipping methods and procedures; proper methods of storing equipment, materials and supplies; basic record keeping techniques.
WORKING RELATIONSHIPS
The Bookstore Assistant maintains frequent contact with various departments, students, the public, and outside vendors.

WORKING CONDITIONS
College Bookstore environment; subject to some lifting and carrying (up to 50 lbs. unassisted), pushing, bending, pulling and standing for long periods of time; repetitive use of upper extremities.

APPLICATION PROCEDURE

**Applicants MUST submit the following items:**

1) District Classified Application *(All sections must be completed.)*
   - Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference **Job# FCC736, Bookstore Assistant** in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. **Applicants must submit a new application packet for each position.** Application packets previously submitted will not be pulled for resubmission.

**APPLICATION DEADLINE**
Completed applications must be received in the Human Resources office on or before **September 9, 2013, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. **Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.** All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) In some locations, may require special licenses or certifications. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

**THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**