NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

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<th>Job Title:</th>
<th>Bookstore Shipping &amp; Receiving Clerk</th>
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<td>Date Revised:</td>
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<td>Date Approved:</td>
<td>April 8, 2003</td>
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**PRIMARY PURPOSE**

This position is responsible for assisting with the receiving, processing, storing and shipping of bookstore merchandise; delivering mail and various supplies and materials to appropriate locations; and performing related stockroom duties as assigned.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1. Receives merchandise, books and bookstore supplies; verifies items received against purchase orders or invoices for accuracy and damage; signs trucking slips.

2. Pulls stock and prepares items for shipping or delivery; weighs and determines postage; processes shipments and paperwork, including packing slips, book returns and authorizes payment according to established procedures.

3. Assists in marking books and merchandise; checks prices against current list; assists in book buyback program. Assists in troubleshooting bookstore orders for various campus departments.

4. Stores, stocks and maintains merchandise; rotates stock; checks condition of books received or to be returned; maintains stockroom in a safe, clean and orderly condition.

5. Assists with the preparation of various records related to receiving and shipping activities; performs calculations as required; prices items, types shelf tags and posts information as assigned.

6. Delivers supplies and materials to appropriate locations; assists in loading and unloading trucks.

7. Operates equipment and vehicles including telephone, computer, hand truck, pallet jack, cart, forklift, etc.

8. Assists in various bookstore activities as assigned; provides check and ID verification, authorizes return merchandise, operates a cash register and related equipment.

9. Participates in periodical and annual inventories as assigned.

10. Trains and provides work direction and guidance to others as directed.

11. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

12. Performs related duties as assigned.
OTHER FUNCTIONS
In addition to the essential functions, the Bookstore Shipping & Receiving Clerk assists with organizing textbook buy back program and special events.

WORKING RELATIONSHIPS
The Bookstore Shipping & Receiving Clerk maintains frequent contact with various departments, staff and outside vendors.

EDUCATION AND EXPERIENCE
High school diploma or equivalent
Minimum of one (1) years previous experience working in a retail environment (such as a bookstore) is preferred

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of receiving and shipping methods and procedures
Knowledge of book vendors and publishing houses
Knowledge of health and safety regulations
Knowledge of equipment materials and supplies used in shipping and receiving
Knowledge of proper methods of storing equipment, materials and supplies
Knowledge of record-keeping techniques
Ability to plan, organize and prioritize work
Ability to receive, process, store and ship bookstore stockroom items
Ability to deliver mail and various supplies and materials to appropriate locations
Ability to operate equipment and vehicles including telephone, typewriter, hand truck, pallet jack, cart, forklift, cash register, etc.
Ability to make arithmetic calculations quickly and accurately
Ability to maintain routine records
Ability to perform heavy manual labor
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS
A valid California Driver's License

TRAINING REQUIREMENTS
Industrial Truck/Forklift Certification
Utility Cart Certification

WORKING CONDITIONS
College Bookstore stockroom environment; subject to lifting (up to 70 lbs. unassisted), climbing up/down ladders, carrying, pushing, bending, pulling heavy objects, standing for long periods of time, and repetitive use of upper extremities.