

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

Job Title:	Bookstore Shipping & Receiving Clerk	Range:	31
Date Revised:		Date Approved:	April 8, 2003

**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.

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**OTHER FUNCTIONS**

In addition to the essential functions, the Bookstore Shipping & Receiving Clerk assists with organizing textbook buy back program and special events.

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**WORKING RELATIONSHIPS**

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

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**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

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**SPECIAL REQUIREMENTS**

A valid California Driver's License

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**TRAINING REQUIREMENTS**

Industrial Truck/Forklift Certification

Utility Cart Certification

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**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.