

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i>	Cashier Clerk – Bookstore	<i>BOT Date:</i>	Oct 1, 1996
<i>Level:</i>	L	<i>FLSA Status:</i>	Non-exempt
		<i>Class Code:</i>	N1203
		<i>Adm. Rev:</i>	

GENERAL DESCRIPTION

Operates cash register, handles book buy backs and returns, and receives, stocks and transfers books and supplies. Operates bookstore during evening hours and on Saturdays and closes store. May provide back-up to supervisor during absences.

KEY RESPONSIBILITIES

% OF TIME

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1. *	Operates cash register to include assisting in programming registers with new book prices.	10%
2. *	Operates bookstore during evening hours and on Saturdays.	20%
3. *	Closes store to include securing store, ringing out all registers, etc.	20%
4.	Buys books back from students and processes refunds.	10%
5.*	Processes scholarship charges on computer.	10%
6.	Receives and stocks books and supplies; counts stock during inventory.	10%
7.	Packs books to be transferred between campuses. Assists with overstock counts.	10%
8.	Assists in setting up displays and with housekeeping duties.	5%
9.	Serves as backup to supervisor during absences.	5%
10.	Performs other similar and related duties as requested.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS

<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	1 year prior related work experience required.
<i>Planning:</i>	Plans events that are expected to occur within a few working days. The primary scope of planning activities in this position affects the unit or equivalent.
<i>Impact on Budgets:</i>	No impact on operating budgets.
<i>Impact on Grant Funds:</i>	No impact on grant funds.
<i>Impact on Revenue Generating:</i>	No impact on revenues.
<i>Impact of Decisions:</i>	Decisions and impact are normally limited to position.
<i>Complexity:</i>	Work consists of a few repetitive duties. Tasks are restricted in scope, well defined and clearly prescribed; standard procedures guide all work.
<i>Decision Making:</i>	Little, if any, independent judgment or decision making is required.
<i>Problem Solving:</i>	Work tasks are well defined with clearly stated directions and guidelines. Problems are solved by reporting them to a supervisor.
<i>Communication with Others:</i>	Regular internal contact within the department and periodic contacts with other departments, supplying or seeking information. Occasional contact with outside agencies and the general public, supplying or seeking information.
<i>Supervision of Others:</i>	None required.
<i>Job-Related Knowledge:</i>	Requires intermediate skills with knowledge of office or operational procedures. Performs basic typing/word processing, bookkeeping, checking of records and posting of information to a database/spreadsheet, following instructions.
<i>Innovation/Creativity:</i>	Ideas contributed affect primarily the position. Opportunities for innovations are rare.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

