

# DRURY UNIVERSITY JOB DESCRIPTION

**JOB TITLE:** Clerk

**DEPARTMENT:** Bookstore

**DATE:** January 2014

**SCHEDULE:** Part-time

**FLSA:** Non-Exempt

**REPORTING SUPERVISOR:** Bookstore Director

## **JOB FUNCTION:**

Assists the bookstore director and assistant director in assigned duties.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	75%	Ongoing	Performs cashier duties including receiving and recording money using cash register and electronic credit transmittal machine.
2.	15%	Ongoing	General clerical duties (e.g. answering phone and routing calls, ordering supplies, and filing).
3.	5%	Ongoing	Provides information and assistance to visitors, students, and faculty.
4.	5%	Ongoing	Performs other duties as requested by the department.

## **MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to use an electronic credit transmittal machine to attain credit card authorization.
2. Ability to use a telephone to answer questions, transfer calls, and record messages.
3. Ability to use a cash register to count and record money.
4. Ability to be bonded for handling money.
5. Ability to alphabetize in order to sort and distribute information.
6. Ability to use numerical skills for calculating payment due, amount, and discounts.
7. Attention to detail (good coding and checking skills) are essential for accurate calculations and register entries.
8. Ability to use good grammar when communicating verbally for effective presentation of information.
9. Ability to effectively communicate with customers.
10. Ability to enjoy assisting large groups of people on a consistent and accurate basis, in a positive and helpful manner.
11. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
12. Must have completed a FAFSA form (Financial Aid) for the current academic year.

## **WORK CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.