

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6150
Pay Grade: D07

FLSA: Non-Exempt

BOOKSTORE ASSISTANT

MAJOR FUNCTION:

Performs responsible clerical duties maintaining textbooks and/or related school supplies, and overseeing the general operation of a vocational center bookstore, including sales, or distribution from a centralized division warehouse. Duties include complex record-keeping and financial accountability, limited to the collection and balancing of monies and/or maintenance of accounts receivable records. Work is performed independently and may involve lead supervisory responsibilities, under general direction.

DUTIES AND RESPONSIBILITIES:

- Oversees the operation of a vocational center bookstore or a centralized division warehouse distributing textbooks countywide to community schools and adult evening schools.
- Order textbooks, instructional materials and/or supplies from publishers and vendors.
- Receives, types and processes approved requisitions; checks invoices and verifies ordered received; unpacks stock, marks up and prices stock, as needed, and shelves for sale or distribution.
- Distributes books to instructors, as required.
- Prepares correspondence and/or directly contacts publishers and vendors to gather information and follow-up on or resolve problems.
- Maintains accounting records for sale or distribution transactions; prepares simple reports, as required.
- Maintains a perpetual inventory of appropriate books, instructional materials and supplies; takes annual inventory.
- May have extensive contact with the public dealing with retail sales and the collection of curriculum related fees.
- May be responsible for periodically handling large sums of money on a daily basis, and balancing the cash register and posting to general ledger.
- May bill curriculum related fees to approved agencies for vocational rehabilitation students, on a routine basis, or as needed.
- May provide lead direction to a small clerical staff assisting with the operation of the bookstore.
- Performed other related work, as assigned.

MINIMUM QUALIFICATIONS.

Graduation from high school or possession of a GED, plus course work in accounting or bookkeeping, plus two (2) years progressively responsible experience in retail sales, purchasing, or a related field; or an equivalent combination of education, training and experience.

ISSUED: 9/79 SSN; FORMAT REVISED: 3/88; REVISED: 6/88 MW; BOARD APPROVED: 9/14/88;
REVISED WC: 4/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

BOOKSTORE ASSISTANT

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				

Bookstore Assistant - PESPA