

9003

SALES CLERK

Nature of Work

Under direct supervision, performs clerical work at the entry level in a store or shop owned and operated by a state facility. Receives goods, stocks shelves and vending machines, sells goods; collects cash, tokens, charge slips and makes change. Completes necessary paperwork. Has limited latitude in varying policies, procedures, or regulations which govern the area the assignment. May perform related clerical duties, and may work with residents of the facility. Performs related work as required.

Examples of Work

Receives and uncrates merchandise; arranges merchandise in sales area, stockroom or storage area.
Sells merchandise and assists customers with purchases.
Maintains inventory records.
Wraps items for mailing or gift-wraps.
Receives money for merchandise purchased; operates cash register; counts and makes change.

Knowledge, Skills and Abilities

Knowledge of State Sales Tax Law.
Ability to operate a cash register
Ability to count and make change and tabulate cash totals for bank deposits and/or records.
Ability to serve residents, guests, staff or general public in a courteous and informative manner.

Minimum Qualifications

TRAINING Graduation from a standard high school or the equivalent.

Established: 8/20/92

Effective: 9/15/92