

# CLASSIFICATION SPECIFICATION

## Museum/Historic Site Clerk

FT/PT Class Code: 4107, 4607      Pay Grade: B/C 06      FLSA: Non-Exempt      Rev. 10/31/16

**SUMMARY STATEMENT:** An incumbent is engaged in the sale of items carried in the Owens Campus Treasures of the Sea Museum gift shop and also performs routine clerical duties.

### **NATURE AND SCOPE:**

An incumbent in this class reports to the Museum/Historic Site Supervisor and may supervise subordinate staff. The incumbent is required to operate the cash register and receive and record merchandise. A significant aspect of this work is the need to assist the customer in locating the merchandise in an efficient and helpful manner.

### **PRINCIPAL ACCOUNTABILITIES:**

***An incumbent may perform any combination of the below listed accountabilities:***

1. Waits on customers and provides sales and reference assistance.
2. Operates cash register maintaining an adequate cash level as a working fund and prepares daily cash sheets for transmittal to the Business Office.
3. Assists Museum/Historic Site Supervisor with purchasing, receiving, pricing, displays, etc.
4. Performs clerical duties as assigned.
5. Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of the operation of a cash register.
- ◇ Knowledge of sales techniques.
- ◇ Knowledge of clerical methods and techniques.
- ◇ Good interpersonal and communication skills.
- ◇ Ability to deal effectively with the public.
- ◇ Ability to perform basic mathematical calculations and make change.

### **MINIMUM QUALIFICATIONS:**

- ◇ High school diploma or GED, and one (1) year of relevant experience; or other equivalent combination of education and experience.