

**SUPPLEMENTAL JOB DESCRIPTION**

---

Classification: Retail Store Clerk I  
Position Title: Retail Store Clerk I  
Position Number:

Function Code: 442077-00  
Date Established: 8/15/88  
Date of Last Amendment:

**SCOPE OF WORK:** To operate a point of sale terminal in making sales in a retail store.

**ACCOUNTABILITIES:**

- Operates a computerized cash register to enter sales transactions.
- Sells liquor products, sweepstakes and lottery tickets.
- Receives money and gives change as appropriate.
- Ascertains age of purchaser relative to current laws regulating the sale of liquor.
- Verifies credit card transactions to ensure card holder validity.
- Arranges and stocks shelves with liquor products.

**MINIMUM QUALIFICATIONS:**

**See Job Class Specification**

**SPECIAL QUALIFICATIONS:** Frequent physical effort required in continuous lifting of material up to 25 pounds with frequent lifting of cases of liquor weighing up to 60 pounds.

**DISCLAIMER STATEMENT:**

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURE:**

The above is an accurate description of my position.

\_\_\_\_\_  
Employee's Name & Signature

\_\_\_\_\_  
Date Reviewed

Supervisor's Name & Title: \_\_\_\_\_

\_\_\_\_\_  
Supervisor/Manager Signature

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
Division of Personnel

\_\_\_\_\_  
Date Reviewed