

Specification for Class of

LIQUOR STORE CLERK

Abolished Effective June 1, 2005

Definition: In a State-owned liquor store, performs supervised duties of retail sales, stock keeping and maintenance of necessary records and reports.

Distinguishing Characteristics: Initially, new employees are assigned to stock work, and are also instructed in the laws, rules, regulations, and policies governing the operation of a State-owned liquor store. After gaining the necessary experience and knowledge, all employees in this class wait on customers at the counter, and perform other required or assigned duties.

Typical Work

Assists in receiving incoming shipments, hand trucks liquor cases to storage areas, and stacks cases in storage area;

Arranges stock on shelves, replenishes supply, assists with inventories, and performs store maintenance and janitorial duties;

Assists in making up, or make up, Class H and wholesale orders;

Receives customer orders, records sale by code number and unit price, collects money and makes change, selects, packages, and delivers merchandise to customer;

Handles change funds, cash transactions, and cash drawer balances;

Prepares and maintains necessary books of account; counts and verifies sales tickets and cash receipts;

Ascertains that legal requirements are met with regard to customer sobriety, and sales to persons of questionable age;

May open and close store, set up cash drawers or registers, make bank deposits, and perform records work as assigned;

May issue banquet permits and ID cards;

Performs other work as required.

Knowledge and Abilities

Knowledge of: routine storekeeping methods, sales procedures, inventory methods, and simple reports.

Ability to: learn laws, rules and regulations governing sales of liquor in State; learn store operating procedures; accurately prepare necessary reports; make out various order forms and special forms; display courtesy and tact in daily contact with public; make change; make simple arithmetical computations; understand and follow oral and written instructions.

Minimum Qualifications

Must be minimum of 21 years of age and acceptable for bonding.

Note: Must be physically capable of performing all the duties and responsibilities of the position, some of which involve the lifting and stacking of liquor cases weighing approximately 50 pounds, and being on one's feet for long hours.

New class: 10-1-66

Class concept change, revised definition and minimum qualifications: 7-1-72

Revised minimum qualifications: 5-21-73

Revised minimum qualifications: 9-7-73