

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Museum Store Associate

**SERIES NO.:**

1621

**MAJOR AGENCIES:**

Capital Square Review & Advisory Board Only

**EFFECTIVE DATE:**

03/07/2004

**SERIES PURPOSE:**

The purpose of the museum store associate occupation is to operate the statehouse gift shop.

At the full performance level, incumbents operate cash register.

At the second full performance level, incumbents act as lead worker.

Note: This classification is for use by the capital square review & advisory board.

Glossary:

POS= point of sale

**CLASS TITLE:**

Museum Store Associate 1

**CLASS NUMBER:**

16211

**EFFECTIVE DATE:**

7/29/01

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of retail sales in order to operate POS system to record customer sales.

**CLASS TITLE:**

Museum Store Associate 2

**CLASS NUMBER:**

16212

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The second full performance level class works under direction & requires considerable knowledge of retail sales & employee training & development in order to act as lead worker.

<b>CLASS TITLE:</b> Museum Store Associate 1	<b>CLASS NUMBER:</b> 16211	<b>BARGAINING UNIT:</b> 009
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**EFFECTIVE DATE:**

7/29/01

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates (POS) system to record customer sales, assists customers in purchasing or locating merchandise, provides service to customers, responds to customer complaints & questions & counts cash at end of day for reconciliation of daily sales receipts & completes deposit forms.

Assists in taking inventory & ordering merchandise; stocks shelves; assists in pricing & labeling merchandise; maintains display of merchandise on shelves; fills orders according to requests; maintains orderly condition of work, area; cleans work area; trains volunteer staff & assists in projects.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of retail sales; public relations; arithmetic to include addition, subtraction, multiplication, fractions, decimals & percentages. Skill in operation of POS system. Ability to deal with problems involving several variables within a familiar context; sort items into categories according to established method; demonstrate strength to lift up to 50 lb.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic to include addition, subtraction, multiplication & division & in reading, writing & speaking common English vocabulary; 6 mos. trg. or 6 mos. exp. in retail to include operation of a point of sale (i.e., POS system).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<b>CLASS TITLE:</b> Museum Store Associate 2	<b>CLASS NUMBER:</b> 16212	<b>BARGAINING UNIT:</b> 009
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as lead worker (i.e., provides work direction & training) over lower-level sales associates, assists store manager in overall store preparations (e.g., opens & closes store on assigned days; prepares work schedules; issues money to sales clerks for register start up; check all register drops from sales deposits; reconciles cash; prepares daily transmittals; orders stock; resolves customer complaints; enforces rules & regulations; assists in preparation of payroll) & acts as manager in absence of store manager.

Operates point of sale system & provides customer service; processes accounts payable & performs inventory control; receives merchandise; displays product; maintains mailing lists & sales records; generates POS reports & assists with purchasing.

Assists manager in various projects, as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of displaying merchandise; public relations; employee training & development & supervisory principles & techniques. Skill in operation of POS system (e.g., sales, inventory & ordering reports). Ability to add, subtract, multiply & divide; carry out detailed written or oral instructions; read, copy & record figures; complete forms or records.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic to include addition, subtraction, multiplication & division & in reading, writing & speaking common English vocabulary; 18 mos. trg. or 18 mos. exp. in retail to include operation of pos system, accounts payable, merchandising & inventory; 2 college level courses or 6 mos. exp. in financial &/or managerial accounting; 6 mos. trg. or 6 mos. exp. in computer operations (e.g., creating queries, reports, spreadsheets; importing & exporting files &/or word processing).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.