

INSTRUCTIONAL MEDIA CLERK

DEFINITION

Under general supervision of the Educational Technology and Media Coordinator, performs independent clerical duties associated with the acquisition, storing and distribution of instructional materials; and performs other related duties as directed.

ESSENTIAL DUTIES

Reviews requests for instructional materials (e.g., videos, textbooks, CD-Rom, DVD-Rom, software, workbooks, maps) received from schools for accuracy, required justification, and authorization and takes appropriate action to process, correct, cancel or refer action to supervisor; uses computer to generate correspondence, forms, records, and reports; reviews shipments, verifies packing slips, and other documentation received from publishers for accuracy; independently generates keyboarded correspondence; transports boxes and materials; makes arithmetical calculations; posts transactions on computerized inventory file; maintains inventory file; organizes, prepares, and distributes State instructional materials list to K-8 schools; organizes delivery schedule to schools; corrects mis-shipments, by completing documents and forms to rectify orders; instructs and supervises part-time student workers and other temporary staff; climbs ladders periodically; may assist school personnel in the use of instructional materials; performs office duties in secretary's absence.

EMPLOYMENT STANDARDS

Training and Experience:

Any combination of training and experience which would indicate possession of the knowledge, skills, and abilities listed herein:

Two years of clerical experience including at least one year in employee benefits, supplemented by courses in accounting or bookkeeping.

Knowledge of:

English usage, spelling, grammar, punctuation;
Basic arithmetic;
Computer applications (e.g., word processing, data base and spreadsheet;
District VAX and E-mail.

Ability to:

Learn District policies and procedures regarding acquisition, distribution, and storage of instructional materials;
Learn computer related peripherals (e.g., printers, scanners), external hard drives (e.g., JAZZ and Zip); Verifies shipments;
Learn the use of new instructional materials;
Keyboard accurately at a net corrected speed of 40 words per minute;
Perform office duties in Secretary's absence;
Assist school site personnel in proper work methods;
Make arithmetical calculations; Learn to relate instructional materials to various school programs;
Compile a variety of lists and reports;
Order, receive, store and distribute instructional materials;
Maintain inventory records and other manual/computerized record systems accurately;
Instruct and supervise the work of part-time student personnel and other temporary staff;
Train assigned personnel in proper work methods;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships;
Transport boxes and materials;
Maintain a clean and orderly environment;
Learn Web tools (e.g., browser, E-mail, editor, etc.);
Exercise tact and discretion.

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Physical Requirement: Successfully complete a pre-employment physical examination.

PHYSICAL DEMANDS

Employees in this classification stand, walk, sit, lift and carry up to 50 lbs., carry, push, pull, climb stairs, maintain balance, stoop, bend repeatedly, reach over head, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, have color vision, distinguish shades, see small details and for long distances, use a computer and a telephone.

WORK ENVIRONMENT

Employees in this classification work both inside and outside, in changing temperatures sometimes over 90°, in dry atmospheric conditions, with heights, sharp objects*, moderate to high concentrations of silica or allergenic dust, machinery with moving parts**, ladders, exposed to minor contagious illnesses (colds, flu, etc.), in direct contact with the public and other District staff, without direct supervision, in situations requiring tact and diplomacy, with a high volume of work and tight deadlines, continuously changing priorities and with intermittent diversions.

* box opener/cutter

** pallet jack