



## **JOB DESCRIPTION**

**TULARE JOINT UNION HIGH SCHOOL DISTRICT**  
**426 North Blackstone, Tulare, CA 93274**



### **District Media/Audio-Visual Clerk**

**Revised 7/11**

#### **DEFINITION**

Working with the site library media teacher and under administrative direction, the District Library/Audio-Visual Clerk performs assigned duties and other related duties required in the district library system; performs other related duties as assigned.

#### **EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS**

##### **Library**

###### **School**

- Assist the School Library/Textbook Clerk in the Daily Operation and supervision of the school library. E
- Responsible for book check-in and out processing. E
- Maintain card catalogue systems and other modern systems as assigned. E
- Maintain circulation, inventorying, shelving and storing of library materials. E
- Supervise students in the library. E
- Assist with the distribution of textbooks as needed.
- Responsible for the daily functioning and supervision of the school library. E
- Assist students and teachers as needed. E
- Supervise the use of computers. E
- Other duties as assigned.

###### **District**

- Order all library books, periodicals, magazines, and other reference materials for the district. E
- Accessions all E.C.I.A. and other library books for the district. E
- Supervise the library computer lab. E
- Responsible for textbook checks-in and out processing for students and teachers. E
- Other duties as assigned.

##### **Audio Visual**

###### **School**

- Responsible for the coordination and distribution of all audio-visual equipment and materials including modern technology. E
- Maintain a check-out calendar for audio-visual equipment and materials. E
- Assist teachers in ordering audio-visual and other modern materials. E
- Receive, inventory, and return all ordered audio-visual and modern materials. E
- Monitor and report damage of equipment and materials to the Audio-Visual Director or designee. E
- Supervises student aides. E
- Other duties as assigned.

###### **District**

- Maintain the video tape library for the district. E
- Order and stock all projection lamps, and other audio-visual materials for the district. E
- Other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **Education**

High School Diploma or equivalent

### **Experience**

One year of general clerical experience

Experience in library procedures and the use of audio-visual modern equipment and computers desired

### **Licenses and Other Requirements**

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of**

- Tulare Joint Union High School District Library Media Plan.
- Current library filing methods.
- Basic office methods and equipment.
- Audio-visual equipment including modern equipment.
- Business letter writing and business forms.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic computer technology skills, operations and programs.
- Use of the internet for research and ordering.
- Interpersonal skills using tact, patience, and courtesy; public relations techniques.
- Oral and written communication skills.

### **Ability to**

1. Perform duties without immediate supervision.
2. Ability to get along with high school students.
3. Perform clerical work with accuracy and speed.
4. Type at least 30 words per minute.
5. Operate a variety of audio-visual equipment.
6. Make mathematical calculations quickly and accurately.
7. Understand and carry out oral and written directions and other related skills necessary in supervision the school library and audio-visual sections.
8. Maintain an adequate supply of textbooks throughout the school year.
9. Communicate effectively both orally and in writing.
10. Maintain effective and cooperative relationships with teachers, students, administrators, parents, other employees, and the general public.
11. Plan and organize work.
12. Meet schedules and timelines.
13. Work well under pressure.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

- Indoor office environment subject to frequent interruptions.

### **Physical Demands**

- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Clarity of vision at varying distances.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Reaching overhead, above the shoulders and horizontally to file and reach for materials, records, and books.

- Occasional bending and stooping.
- Carrying, pushing, and lifting materials weighing up to 40 pounds.