

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Media Clerk, Senior

Unit: Office Technical

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Job Code: J1122
Original Date: 01/1991
Last Revision: 10/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 16

DEFINITION

Under the direction of an assigned supervisor, perform complex media, clerical, and technical work involved in ordering, processing, and circulation of materials and equipment; may provide work direction and guidance to others in a library or audio visual unit.

DISTINGUISHING CHARACTERISTICS

Media Clerk is a first level classification for the library, learning center, and audiovisual clerical support series. Positions in this job class perform a wide range of assignments in those settings. Senior Media Clerk is the experienced-level clerical position assigned to a print or non-print media center. It differs from a Media Clerk in that incumbents assigned to the Senior Media Clerk class must possess previous media experience and perform complex and technical media duties. Media Technician is the technical, paraprofessional class in the media series. Positions in this class differ from those of the Media Clerk classes by the assignment of responsibility for a major technical activity such as circulation, periodicals, technical services, or reference assistance. The technical duties connected with these assignments require experience in media work and a thorough knowledge of the area to which assigned.

EXAMPLE OF DUTIES

1. Process book, periodical, and/or film orders; inspect order cards for accuracy, content, and duplication; send preview and county confirmations to instructors; maintain appropriate records and coordinate the distribution of films.
2. Input requisitions and send to suppliers; receive books, periodicals, and films and inspect for quantity and condition; verify received orders against multi-files and purchase orders.
3. Maintain follow-up files; return damaged or improper items; post amount encumbered and amounts canceled; compute price and discounts.
4. Assist in preparing department budget reports and reconciliation of records. May assist in department budget preparation.
5. Train, direct, and assist other staff members in checking out and receiving circulated materials as assigned.
6. Provide information and advice regarding media policy and procedures as requested.
7. Prepare and send overdue notices for material not returned.
8. Operate reserve book counter.
9. Assist teachers, staff, and students in locating media materials; provide media information as requested.
10. Process, stamp, and shelve media materials; assist professional librarians in the cataloging and classification of media materials; input data into computerized system and print and file new and revised catalog cards.
11. Open, stamp, and sort mail; perform minor repairs to books, periodicals, films, and tapes.
12. Receive requests and supervise the production of worksheets and tapes; issue items.

13. Inspect media equipment to insure proper working condition; maintain and perform minor repairs to equipment as necessary.
14. Take inventory; prepare reports; order stock and non-stock items; prepare media materials for weeding of collection.
15. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Computer applications, including word processing, spreadsheets and databases.
- English usage, grammar, spelling, punctuation, and vocabulary.
- General types of uses of media materials, including basic reference sources.
- Media principles and procedures.
- Media processes relating to acquisition and processing.
- Media terminology and practices.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communications skills.
- Receptionist and telephone techniques.
- Record-keeping techniques.

Skills and Abilities:

- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- File and maintain routine records.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Operate standard office machines and equipment, including computer hardware and software.
- Perform clerical work with speed and accuracy.
- Plan and organize work.
- Type/keyboard at 45 words per minute from clear copy.
- Understand and follow oral and written directions.
- Use computer applications, including word processing, spreadsheets, and databases.
- Work independently with little direction.

Training and Experience:

- Any combination of training and experience equivalent to: one year experience at the level of a Media Clerk.

WORKING CONDITIONS

Physical Requirements:

- Category II

Environment:

- Moderate, some exposure to less desirable conditions.