

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Media Clerk  
**Unit:** Office Technical

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**Job Code:** J1120  
**Original Date:** 01/1991  
**Last Revision:** 10/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 13

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### **DEFINITION**

Under the direction of an assigned supervisor, perform a variety of general clerical and media technical duties in a print and non-print media center.

### **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.

### **EXAMPLES OF DUTIES**

1. Provide assistance at the distribution desk and over the telephone to faculty, staff, and students.
2. Assist in planning and implementing systems for receiving, processing, and distributing instructional materials; maintain a media collection, including storage, control, and maintenance of instructional materials.
3. Assist with computerized data entry as it relates to timekeeping for students enrolled in courses offered in a learning center.
4. Operate and perform minor maintenance on media materials and various media equipment.
5. Provide information to students and faculty in the care and use of wide variety of media equipment.
6. Assist in scheduling, coordinating, and presenting basic orientations to groups of students.
7. Conduct inventories of instructional media materials and equipment.
8. Train and provide work direction and guidance to student assistants and hourly personnel.
9. Prepare requisitions and correspondence.
10. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge:**

- Computer applications, including word processing, spreadsheets, and databases.
- English usage, grammar, spelling, punctuation, and vocabulary.
- 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 with others over the telephone and in person.  
Establish and maintain effective working relationships with others.  
Learn quickly and apply rules, policies, and procedures of the specific office or program to which assigned.  
Maintain accurate and complete files and records.  
Make simple arithmetic calculations.  
Operate standard office machines and equipment, including computer hardware and software.  
Perform clerical work with speed and accuracy.  
Relate effectively with people from varied cultural and socio-economic backgrounds.  
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.

Training and Experience:

Any combination of training and experience equivalent to: one year of experience in word processing and general clerical work.

**WORKING CONDITIONS**

Physical Requirements:

Category II

Environment:

Moderate, some exposure to less desirable conditions.