



Our Children, Our Schools, Our Future!

Jurupa Unified School District

ELEMENTARY MEDIA CENTER CLERK AND NVHS

DEFINITION

Under supervision to perform a variety of general clerical functions related to the efficient operation of an elementary/NVHS school library/media center; and to perform other related work as required. This class is distinguished from other clerical classes in that the work performed is specifically related to an elementary/NVHS school library/media center. Adequate performance at this level requires use of good judgment in selecting the most appropriate work methods from approved alternatives. Questions on procedures and new or unusual situations are referred to the supervisor.

ESSENTIAL JOB FUNCTIONS

- Performs a variety of routine clerical functions related to an elementary/NVHS school library/media center.
- Processes, prepares and classifies new books and media materials.
- Maintains accurate records, schedules, and files.
- Collects, assembles, circulates and inventories books and media materials.
- Checks books and media materials in and out.
- Examines and repairs damaged books and media materials.
- Conducts periodic shelf and general inventories and maintains inventory control records.
- Types reports, letters, lists, requisitions, catalog cards, forms and other materials from rough draft or general instructions.
- Assists students and staff in locating and selecting books and media materials.
- Provides reading enrichment activities to students.
- Makes written and oral presentations to groups and classes.
- Prepares bulletin boards and displays.
- Establishes and maintains learning areas.
- Assists in preparing and maintaining schedule for use of library/media center.
- Assists in keeping the media center clean and orderly.

OTHER JOB FUNCTIONS

- Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar and punctuation;
General needs and behavior of children;
Office methods, procedures, terms and equipment.
Basic computer operation.

Ability to:

Establish rapport with students and staff and maintain their confidence and respect;
Perform routine clerical work;
Make simple arithmetical computations;
Learn and effectively carry out the working procedures of an elementary/NVHS school library/media center;
Understand and carry out oral and written directions;

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Ability to (continued):

Maintain discipline in an elementary/NVHS school library/media center;
Establish and maintain effective working relationships with students and staff;
Exercise good judgment in applying procedures and requesting assistance;
Read and comprehend handwritten or typed documents, and the display screen of various equipment and machines;
Communicate effectively;
Stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Climb steps and ladders;
Lift and carry or otherwise move up to 40 pounds, including the ability to push and pull carts loaded with books;
Concentrate on current task in spite of distractions in an active, busy environment;
Demonstrate manual dexterity necessary to operate a computer and other office equipment in a safe and efficient manner;
Efficiently and effectively operate office machines and audio-visual equipment in a safe and effective manner;
Maintain regular, steady attendance.

Skills:

Typing: 40 words per minute.

Experience:

Some experience or training in clerical or general office work. Prior school library work is desirable, but not required.

Education:

Graduation from high school or its equivalent.

Personal Qualities:

Adaptability and willingness to learn; maturity; pleasant and friendly demeanor.

Personnel Services
June 11, 2007

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