

MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

MEDIA CENTER CLERK

Operates booking desk following defined practices and procedures. Receives, prepares, arranges delivery requests from school districts and other clients for audio-visual materials. Inspects, repairs, and cleans motion picture films, assists in shelving, storing, and delivery of films and does other work as assigned.

DUTIES AND RESPONSIBILITIES:

1. Operates booking desk.
2. Receives and sorts orders for materials from teachers and administrators in schools throughout the county.
3. Marks booking cards according to requests and confirms delivery.
4. Processes receipt of returned materials and equipment and notifies requisitioners when return dates are not kept.
5. Assists in the previewing of films by operating projector, as required.
6. Receives new films, enters them into inventory, attaches lead and tail, numbers and letters identification, and files to proper storage location.
7. Checks films for damage, mounts reels, verifies identification, inspects leader for length and condition.
8. Deliver films when necessary.
9. Maintains inspection machines and splicers, and performs minor repairs to inspection machines, splicers and rewind motors; maintains work and storage area in a neat, clean, and safe manner.
10. Maintains inventory of supplies needed for inspection and repair of film.
11. Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MIMIMUM QUALIFICATIONS:

Education: Requires high school education or recognized equivalent, mental alertness and adaptability to new and/or changing circumstances and conditions. Valid California Driver's License.

Experience: Requires experience gained through job training or on related work to job training normally up to three months to become familiar with audio-visual materials, catalog information, stock work, filing, or related work.

092678--Labor Grade 3, Salary Range 28--MEDIA CENTER CLERK

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