

## **MARIN COUNTY OFFICE OF EDUCATION**

### **CLASSIFIED POSITION DESCRIPTION**

#### **BOOKING CLERK**

Works under supervision following clearly defined practices and procedures to receive, organize, process, and confirm and arrange for delivery requests from users for audio-visual materials and equipment.

#### **DUTIES AND RESPONSIBILITIES**

1. Responds to requests regarding the ordering of audio-visual materials and equipment. Assists requisitioners by interpreting audio-visual catalog data and in the selection of suitable materials, making appropriate alternative suggestions when appropriate.
2. Receives and records orders, processes orders, types booking cards, makes confirmations, and arranges for delivery of audio-visual material and equipment. Processes pick-up and delivery slips and maintains file copy.
3. Processes receipt of returned materials and equipment and notifies requisitioners when return dates are not kept.
4. Books orders and mail confirmations from the Cooperative Inter Loan Catalog if listed and not available from the I.M.C.
5. Assists in the previewing of films by operating projector, as required.
6. Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

#### **MINIMUM QUALIFICATIONS**

**Education:** Requires High School education or recognized equivalent. Position requires mental alertness and adaptability to new and/or changing circumstances and conditions.

**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 and catalog information.

**060771 -- Labor Grade 3, Salary Range 28 -- BOOKING CLERK**

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