



Date Adopted: 4/20/10

Range:

Classified: CSEA

Job Description

INSTRUCTIONAL AND TESTING MATERIALS CLERK

BASIC FUNCTION

Under general supervision, perform specialized clerical work in ordering, processing, issuing, maintaining, inventorying and tracking of instructional and testing materials.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Receive and check shipments of instructional materials against packing slips and order forms, process them by stamping, numbering, marking, labeling, stenciling and storing.
- Conduct, monitor and maintain instructional and testing materials inventory; train and assist in the inventory process to verify stock and identify losses at sites/departments.
- Send tests for scoring.
- Prepare materials, including bar-coding and database entry, for distribution and shipment to schools, programs and/or individuals.
- Schedule orders on pre-determined entitlements; set up and maintain records indicating location, amounts and conditions of materials issued and counted.
- Maintain supply of materials in a central location, check orders against supply and pre-determined ration, assemble and package orders for delivery.
- Receive, sort, inspect, mend, repair, clean and store instructional material upon return; maintain a current inventory of all instructional materials.
- Compile and prepare reports pertaining to materials, inventory, losses and costs; prepare requisitions for purchase of needed replacement items.
- Perform record keeping and basic clerical functions (ex; scheduling, copying, typing, etc.)
- Assist sites in preparation for Williams Act audits; provide any necessary material to meet immediate compliance.
- Participate in meetings, conferences and in-service training programs to receive and share updated information and improve skills and knowledge.
- May temporarily assign and review the work of student assistants.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Methods of receiving, storing, handling and delivering of materials.
2. Modern office methods and equipment, including computer terminals and application software.
3. Proper English usage, grammar, spelling, and punctuation.

Ability to:

1. Perform a variety of responsible clerical work
2. Read, interpret and apply rules, regulations and policies.
3. Learn specific laws (i.e. Williams Act), policies, rules, regulations and processes in relation to instructional materials.
4. Understand and follow oral and written directions.
5. Communicate both orally and in writing in a clear and concise manner.
6. Establish and maintain cooperative and effective working relationships.
7. Meet schedules and deadlines.

EXPERIENCE

Two years of secretarial and/or clerical experience is required. Experience within an educational organization is preferred.

EDUCATION

High school graduation or equivalent is required.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Successful completion of the District's basic skills test. Valid California Drivers' License and evidence of insurability. Successful completion of the Employee Entrance Evaluation.

ADDITIONAL REQUIREMENT

Personal transportation for job-related travel.

WORKING CONDITIONS***Environment:***

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include, indoor office, warehouse and school site environments.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

Lift, carry, push and/or pull items up to a maximum of 40 pounds with strength of factor of moderate work.

Hear and speak to exchange information in person and on the telephone.

See to read a variety of materials.

Possess dexterity of hands and fingers to operate equipment necessary to perform job functions.

Stand and walk.

Bend at the waist, kneel or crouch.

Sit or stand for extended periods of time.

Climb a step stool/ladder and reach above shoulders

Hazards:

Contact with dissatisfied or abusive individuals is possible; temperatures associated with a warehouse environment.