

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

DISTRICT MEDIA CLERK

**POSITION
DESCRIPTION:**

Under supervision of the Assistant Superintendent of Educational Services, performs tasks related to the processing, inventory, distribution, maintenance, and circulation of district adopted textbooks, student events supplies and professional development materials. Performs general clerical duties.

**ESSENTIAL JOB
FUNCTIONS:**

1. Coordinate receiving and distribution of district textbooks, district materials, and state assessments as needed
2. Organize and manage district curriculum
3. Assist with distribution of incoming mail from the Post Office along with district mail
4. Collaborate with Library Media Clerks, coordinating site needs and ensuring access to distribution of materials
5. Assist with reception and answering phones as needed
6. Attends trainings and meetings as directed
7. Perform other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Possession of a valid California Driver's License

Knowledge of:

- Record keeping; Google suite; correct English usage, spelling, grammar, and punctuation; basic computer skills; modern office practices; student educational materials.

Ability to:

- Communicate effectively both orally and in writing; work cooperatively with other employees/departments and perform routine clerical work.
- Lift, carry, push and pull objects up to 50 lbs as assigned by position

EXPERIENCE:

Required:

Any combination of one year of varied clerical experience in one or more of the following:

- Library
- Library/Media Center
- Warehouse

EDUCATION:

Required:

High School Diploma or equivalent

**WORKING
CONDITIONS:**

Physical Demands

- Bending at the waist, kneeling, crouching
- Climbing ladders
- Moderate physical labor