

CLASSIFIED JOB DESCRIPTION

INSTRUCTIONAL MEDIA/WAREHOUSE CLERK

JOB SUMMARY:

Under the general supervision of Project Specialist, Instructional Technology and Media Services. Independently performs a variety of duties including ordering, distributing, and inventorying textbooks districtwide; working with schools to adjust textbook inventory based on increased or decreased enrollment; and assisting personnel in the Instructional Technology and Media Services with related work. Accepts and inventories shipments of materials from vendors; works with warehouse personnel to unpack and deliver books and materials; and creates pallet of materials for shipment to schools.

ESSENTIAL JOB FUNCTIONS:

- Maintains accounts for State Instructional Materials, LAFF, State Libraries funding, and materials on loan.
- Accepts delivery of materials and maintains warehouse inventory.
- Packs and transfers materials to school and vendors.
- Inventories, processes, shelves, and palletizes books and materials.
- Follows oral and written directions.
- Sorts and compares names and numbers accurately and rapidly.
- Performs manual labor tasks with very little assistance.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful experience with bookkeeping and statistical records; experience using computers and software databases.
- High school diploma or GED required. Preferably with an AA degree, including or supplemented by courses in library science or accounting or equivalent training or experience.
- Knowledge of word processing and spreadsheets use; knowledge of correct English usage, spelling, grammar, and punctuation.

Classified Salary Schedule: Range 26
BOARD APPROVED: 9/14/04
REVISION DATES: 7/18/23
08/09/2023