**CLASS TITLE:** **MEDIA SERVICES ASSISTANT I**

**DEFINITION:** Under general supervision performs work in the media and instructional materials field; provides clerical support services; assists with print, non-print and computerized instructional materials and media and audio visual equipment, and performs related work as required.

**EXAMPLE OF DUTIES:**

- Checks and records information manually and electronically
- Compiles information for reports and inventories
- Interprets and relates procedures, regulations and activities in media and instructional materials work
- Prepares and processes documents based on data obtained from records and other sources
- Orders, receives, prepares, repairs and distributes media and instructional materials
- Composes and process correspondence and memos, and prepares reports independently or with direction
- Operates office and media equipment
- Furnishes materials for review
- Records inventories
- Orders supplies
- May set up displays
- May provide in-service for media equipment
- Maintains media facility and resources
- Reproduces and distributes district licensed medical materials and software

**DESIRABLE QUALIFICATIONS:**

**Training and Experience:** A combination of training and experience equivalent to training in computer applications including laserdiscs, CD's and computer software; two years of increasingly responsible experience in performing high level clerical duties.

**Knowledge of:**

- District media procedures, practices and equipment
- Standard office practices and procedures
- Correct English usage, spelling and grammar
- Arithmetic
- Basic training principles and techniques

**Skill in:**

- Maintaining a media and instructional materials facility and resources
- Maintaining office records and files
- Operating office machines, media equipment, computer and computer software to include data base, word processing and spreadsheets
- Performing mathematical computations
- Establishing and maintaining effective working relationships with others
- Learning, interpreting and applying rules, procedures and regulations

**Ability to:**

- Work independently
- Compile information and prepare reports
- Follow oral and written instructions
- Perform low level maintenance of media equipment

**Licenses and Certificates:**

- A valid California driver's license