

**INSTRUCTIONAL MATERIALS CLERK**

**DEFINITION**

Under general supervision, to perform a variety of specialized functions within an instructional material operation; to coordinate and participate in the acquisition, processing, storage, and distribution of instructional materials; and to do other related work as required.

**ESSENTIAL DUTIES:**

- Assist in the organization and coordination of the acquisition, processing, storage, and distribution of instructional materials.
- Assists in determining instructional materials and equipment needs, and coordinates the preparation of requisitions and orders.
- May arrange instructional material displays for instructional staff review.
- Receives instructional materials shipments and inspects them for discrepancies, damage, and shortage, and pursues the necessary follow-up tasks.
- May conduct or assist in the conduct of in-service training programs pertaining to the acquisition and distribution of instructional materials. Coordinates, leads, and participates in the inspection, repair and maintenance of instructional materials.
- Plans, organizes, and maintains a specialized data management, storage, and retrieval system, which includes classification, cataloging, and inventory and expenditure control processes.
- Prepares, distributes and reconciles classroom inventories twice a year. Receives, processes, schedules, and distributes instructional material. Assists in the preparation of management reports regarding the utilization of instructional materials, and in assessing the effectiveness of the instructional materials operation.
- Performs general clerical and library clerical functions, including typing, filing, data abstraction, and a variety of other similar tasks.
- Assesses the fall classroom lineups and adjusts classrooms' textbooks according to need.

**QUALIFICATIONS:**

Knowledge of:

- Methods, techniques, and procedures utilized in an instructional material processing and distribution operation.
- Modern office practices and procedures.
- English usage, spelling, grammar, punctuation, and arithmetical concepts.
- Policies, regulations, and operational procedures relative to the acquisition and utilization of instructional materials and equipment.
- Ability to:
  - Efficiently and effectively perform technical and/or clerical functions.
  - Organize and maintain a specialized data and record management, storage, and retrieval system. Assists in the acquisition, processing, storage, and distribution of instructional materials and in the scheduling and coordination of the work of others.

**INSTRUCTIONAL MATERIALS CLERK - page 2.**

- . Prepare clear and concise reports.
- . Communicate effectively in oral and written form.
- . Type or keyboard.
- . Understand and carry out oral and written directions.
- . Establish and maintain cooperative working relationships.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- . Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- . This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- . Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION:**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

**Experience:**

Two years of responsible and specialized clerical experience.

**Education:**

Equivalent to the completion of the twelfth grade, which may be supplemented by coursework or training in instructional technology, office procedures, or closely related fields.