



PITTSBURG UNIFIED SCHOOL DISTRICT

MEDIA CENTER AIDE

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision, to perform a variety of general clerical duties involved with the ordering, processing and issuance of books, audio-visual equipment and instructional supplies; and performs all other related duties as assigned.

EXAMPLES OF DUTIES:

- Orders, receives, processes and circulates a wide variety of books, instructional materials and audio-visual equipment in a school media center
- Sets up and maintains a perpetual inventory of materials of the media center and maintains equipment and materials records
- Processes, codes and otherwise marks materials for identification
- Processes books and instructional supplies, including preparation of catalog cards and school/program identification markings
- Duplicates, collates, laminates, and issues instructional materials including workbooks, games and tests
- Types a variety of materials including purchase requisitions, catalogs, letters, bibliographies and reports
- Issues audio-visual equipment to teachers
- Maintains circulation records
- Performs simple repairs to books and audio-visual equipment
- Inventories equipment on a periodic basis
- Sets up and maintains files
- Performs all other related duties as assigned.

MINIMUM REQUIREMENTS:

Knowledge Of:

- Basic clerical procedures
- Correct English usage, spelling, grammar and punctuation
- Standard audio-visual and office equipment and its' use
- Basic inventory control methods

Ability To:

- Perform routine clerical work
- Learn the processes involved in ordering, receiving, placing and issuing instructional materials, supplies and audio-visual equipment

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MINIMUM REQUIREMENTS:

Ability To: (cont.)

- Learn to operate and repair a variety of audio-visual equipment
- Operate standard office equipment, including dittos, thermofaxes, laminators and typewriters
- Understand and carry out oral and written instructions
- Establish and maintain cooperative working relationships with students, staff and the general public
- Type a net corrected speed of 35 words per minute

Training & Experience:

One year of experience in typing and general clerical work; or any combination of training and or experience that could likely provide the desired knowledge and abilities.

Physical:

Good physical condition as determined by pre and post employment inquiries and health reports.