

## **VIDEO PROCESSING CLERK**

<b>JOB SUMMARY</b>	Under general direction, perform distribution and inventory service for the video library and professional library.
<b>TYPICAL DUTIES</b>	Utilizing an on-line data terminal, maintain records of video tapes. Distribute video tapes to schools as requested on daily orders, check in returned video tapes on computer, rewind videotapes as needed; catalog new videotapes into the automated system. Send overdue notices as necessary. Keep professional library neat and orderly. Act as a resource to teachers regarding available videotapes. May assist teachers in selecting various supplementary multi-media instructional materials which include videos, cassettes, compact and laserdiscs, and other multi-media materials from among approved materials using criteria such as pupil age, interest, and classroom activities. Perform other related duties as assigned.
<b>JOB REQUIREMENTS</b>	Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, one year of general office clerical experience including computerized record keeping or six months of library-clerical experience, including computerized record keeping.
<b>Knowledge of:</b>	Use of an automated booking system; modern office and library procedures; record keeping and record management.
<b>Ability to:</b>	Understand and carry out oral and written direction. Communicate satisfactorily in oral and written form. Learn and utilize methods and procedures to be followed in cataloging and distribution materials. Learn to the use of an automated booking system and to recognize system errors. Sort and file quickly and accurately and maintain order and work flow. Meet schedules and time lines. Operate standard office equipment including microcomputers and related software applications.
<b>LICENSE</b>	Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.
<b>PHYSICAL ABILITY</b>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.</p> <p>The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.</p>
<b>WORKING CONDITIONS</b>	Indoor office environment.

