

AUDIO-VISUAL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is routine, non-technical work primarily involving the performance of clerical tasks related to the sorting, storage, and preparation for distribution of audio-visual teaching aids. The tasks performed are of a standardized nature requiring the exercise of ordinary judgement. Supervisors are available for consultations on new or difficult assignments. The work is reviewed periodically by superiors. An Audio-Visual Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Assist in inventory of AV material and equipment for data base for Technology Department data base;
- Orders audio-visual materials;
- Matches requests for audio visual materials with materials in storage;
- Places materials in appropriate shipping containers;
- Arranges shipping containers in appropriate order for circulation;
- Arranges materials returned for circulation in storage areas;
- Inspects material packages to determine that all components are included;
- Performs other general clerical duties as assigned;
- Care and maintenance of AV equipment;
- Transport AV material to required location and return it;
- May perform incidental typing;
- Able to assist in the Media Distribution Center.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of clerical terminology and procedures; knowledge of office equipment, basic arithmetic, and English; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A.) Graduation from high school or possession of a high school equivalency diploma;

OR

B.) One year of clerical experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 12/12/2002

