



### **Classification Summary**

Processes the receipt, documentation and routing of District instructional materials shipments. Responsible for the accurate verification of contents. Makes judgments for routing of contents for further processing based on condition of contents of shipment, procedural regulations, or instructions on enclosed packing slips.

### **Distinguishing Characteristics**

The position is distinguished by other Media Clerks by exclusive focus on procedures related to the receipt of shipments.

### **Supervisory Relationships**

The position is supervised by the Instructional Materials Coordinator.

### **Examples of Duties**

1. Sort shipments ordered by the Media Clerk–Acquisitions by purchase order number. Pull packing lists and match to purchase order number. Verify contents match purchase orders by checking title, author, publisher, copyright date, and quantity.
2. Determine nature of work to be performed by department. Route to proper areas for stamping, repair, processing, cataloging, or shipping.
3. Document receipts and verification. Maintain filing system for this information.
4. Route invoices or other documents as requested.
5. Box materials and prepare for delivery to schools or departments.
6. Assist co-workers and supervisor as requested.
7. May assist in the training of temporary help during peak seasons.

### **Required Knowledge, Skills and Abilities**

1. Organizational skills.
2. Ability to post data and make mathematical computations rapidly and accurately.
3. Ability to work under pressure of deadlines.
4. Attention to detail.
5. Ability to communicate effectively and to work in a coordinated effort with other employees.
6. Ability to acquire knowledge and independent application of departmental procedures.
7. Demonstrated competence in typing, filing and the use of current office technology and equipment (e.g., computer systems, fax, copiers, etc.)

### **Minimum Qualifications for Class Entry**

1. High School diploma or equivalent.
2. Sufficient education, experience or demonstrated competence to effectively accomplish assigned tasks.

### **Work Environment**

Works in the Education Center. Work involves lifting of boxed shipments.