



NEW: 07/01/2019
 Submitted: 06/11/2019

JOB TITLE:	CLERK CURRICULUM RESOURCE CENTER
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8728
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Maintains over-all organization and function of the Curriculum Resource Center (CRC), performs any assigned technical duties that are needed for the efficient operation of the CRC, and provides support for District and public use of the CRC.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Gives assistance to District and public in the use of the CRC
- Produces informational and instructional displays in the CRC
- Manages the operation of the CRC including any needed clerical duties of word processing , correspondence, record-keeping, duplication and filing necessary for efficient operation
- Organizes and administers a current and accurate system associated with the inventory, ordering, receiving and distribution of CRC materials and supplies
- Operates and maintains office machines and equipment necessary for the efficient operation of the CRC
- Establishes routines and procedures to ensure proper organization and maintenance of materials, equipment and supply distribution
- Assists the Coordinator of the CRC in the over-all operation of the CRC; and supervises the CRC in the absence of the Coordinator
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Ability to perform duties unsupervised
- Previous experience in office and clerical duties
- Word processing and materials filing skills
- Ability to use resourcefulness and tact in meeting and assisting persons who make inquiries
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Knowledge of business English, spelling and punctuation
- Demonstrated ability to display resourcefulness and tact in dealing with difficult situations

Experience in use of computer (preferably desk-top publishing)

Experience in diverse workplace