

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISIONS APPROVED OCTOBER 2014
RANGE: 38.0
CLASSIFIED
CODE: 2

INSTRUCTIONAL RESOURCE CLERK II

DEFINITION

Under direction, the Instructional Resource Clerk II will perform a variety of specialized functions within the Materials Lab;

to plan, coordinate, and participate in the acquisition, processing, storage, and distribution of display and classroom materials;

and to do related work as required.

EXAMPLES OF DUTIES

Assist in the coordination, planning, and participation of the acquisition, processing, storage, and distribution of display and classroom materials in a materials-laboratory setting;

may assist in the preparation of requisitions and vendor orders;

arrange materials and media displays, assist in the ordering by providing inventory numbers, order instructional and media materials, and perform other functions using office equipment to process requests;

assist lab participants in developing resource materials;

assist teachers and consultants in preparation of materials for workshops and seminars;

maintain accurate records;

maintain a thorough knowledge and familiarity with policies, practices, rules, and regulations pertaining to the County Office;

utilize and maintain equipment used in the Instructional Materials Lab;

establish and maintain Materials Lab files;

may assist in the scheduling of the Learning Center;

assist in the planning and implementation of orientation and training programs for Materials Lab personnel;

provide orientation and lab tours to student groups on an as needed basis.

QUALIFICATIONS

Knowledge of:

Methods, techniques, and procedures utilized in a materials lab;

modern office practices and procedures;

English usage, spelling, grammar, punctuation, and arithmetical concepts;

basic principles, methods, and techniques of training personnel.

Ability to:

Efficiently and effectively perform responsible and technical materials lab functions;

coordinate the acquisition, processing, development and storage of lab materials;

prepare clear and concise reports;

communicate effectively in oral and written form;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

work independently;

work a schedule that includes evenings and weekends.

Experience:

Two (2) years of responsible or specialized clerical experience, preferably with some experience in a materials lab or related library work.

Education:

Education equivalent to completion of the 12th grade.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

11/20/15

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