

## **Santa Maria-Bonita School District LIBRARY STOCK CLERK**

### **BASIC FUNCTION**

Under the direction of an assigned supervisor, assist in the processing, storage, circulation, and recovery of library and reference books, instructional materials and media.

### **REPRESENTATIVE DUTIES**

Receive books, periodicals, instructional materials, and media and checks them against purchase orders and delivery documentation to assure correct merchandise and lack of damage**E**; lift, transport, arrange, shelve, box, and package books and instructional materials**E**; receive and fill orders and answer questions as appropriate**E**; assist in maintaining written and computerized circulation and distribution records**E**; operate a variety of equipment, including a pallet jack and hand truck**E**; prepare and maintain shelf and storage lists and records, and other files**E**; assist in locating materials for classroom use and materials pertaining to specific subject matter areas**E**; assist in reviewing materials on a continuous basis and to report items which have reached a specified reorder point**E**; maintain a neat and orderly library/stockroom environment**E**; repair and mend damaged books and other instructional material as required**E**; assist in the inventory process; perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

#### Knowledge of:

Modern office methods, practices, and equipment;  
Correct English usage, spelling, grammar, and punctuation;  
Basic arithmetical concepts;  
Basic recordkeeping techniques.

#### Ability to:

Maintain a variety of records and filing systems;  
Communicate effectively in oral and written form;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships with others.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: Graduation from High School and one year of clerical or warehouse experience preferred.

### **WORKING CONDITIONS**

#### Environment:

Library/stockroom environment;  
Constant interruptions.

#### Physical Abilities:

Lifting, carrying, pushing or pulling heavy objects;  
Reaching overhead, above the shoulders and horizontally;  
Kneeling or crouching;  
Dexterity of hands and fingers to operate a computer and other equipment;  
Climbing a stepladder to retrieve equipment and materials;  
Seeing to read and prepare various materials;  
Hearing and speaking to exchange information.