

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Number Title:** Media Clerk II

**Pay Schedule:** CASE

**FLSA Status:** Non-Exempt

**Reports to:** Principal

### **JOB SUMMARY**

Under the direct supervision of the school media specialist, the media clerk assists in the smooth operation of the school media center by providing an atmosphere and environment conducive to the intellectual, physical, social and emotional development of students. After an initial training period, the employee must be able to work, under minimal supervision, on routine tasks and within clearly defined procedures. Routine decisions relating directly to the operation of the media center may be delegated to the employee. Strong human relations skills, attention to detail and timely completion of assigned duties are essential to successfully function in this position.

### **ESSENTIAL JOB FUNCTIONS**

- Helps maintain the circulation desk, updates computer record, distributes overdue notices and prepares other reports as needed.
- Assists in preparing requisitions for materials and equipment, and in managing the media center inventory.
- Helps check in the process new materials and equipment and assists with distribution within the media center and throughout the school.
- Helps maintain current system catalogs for media materials and equipment, and assists with a yearly inventory of media collection.
- Accurately uses computer platforms and programs including, but not limited to Microsoft Word, Excel, Google Docs and Sheets, as well as the Destiny Library Management System.
- Assists students and staff in the operation and care of instructional equipment and computers.
- Assists students and staff in locating, using, borrowing and returning materials and equipment.
- Supports media specialist in keeping staff and students informed about materials and services available.
- Assists media specialist with general supervision of the school media center.
- Maintains appropriate confidentiality and is visible, accessible, helpful, and courteous while assisting students, staff and visitors.
- Attends workshops and in-service activities planned for improvement and development of job-related skills.

## **MINIMUM REQUIREMENTS**

- High school diploma or equivalency.
- At least six (6) months of related clerical or secretarial experience.
- Demonstrates a basic knowledge of general office practices, procedures, and protocol.
- Demonstrates outstanding interpersonal communication skills in working with children, school staff, and others.
- Demonstrates ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to input data and ensure the appropriate flow of information, collaborative efforts, and feedback.
- Demonstrates a basic knowledge of business English, spelling, punctuation, grammar, and ability to compute basic mathematics to prepare and maintain accurate reports, files and records.
- Operates office equipment to include scanner, copier, multi-line telephone system, and computer.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Outstanding human relation skills
- Ability to prepare and maintain accurate reports and records

## **PHYSICAL DEMANDS**

Light Work: Exerting moderate but not constant physical effort to perform light work, typically involving some combination of balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds), visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive odors, and require oral communications.

## **WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

## **BENEFITS**

This position is eligible for the following:

- Leave – Sick and Personal (all employees); Vacation (12-month employees),
- Health, Dental, and Vision Insurance (Single and Family), Life Insurance; these are available to those employees with a minimum 0.6 FTE position
- Overtime eligible in excess of 40 hours
- Educational Add-On
- Tuition Reimbursement
- MD State Pension, 403(b), credit union membership
- Salary [CLERICAL SALARY SCALE](#)

*Carroll County Public Schools has the right to revise this position description at any time, and ensuing acknowledgement of understanding does not represent in any way a contract of employment.*

## **NOTICE OF NON-DISCRIMINATION**

The Board of Education of Carroll County does not engage in discrimination that is unlawful or contrary to Maryland State Department of Education guidance on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity, or gender expression.

The Board of Education of Carroll County is firmly committed to creating equal employment and educational opportunities for all persons by providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination, including access to school facilities, educational programs, and extracurricular activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.