

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT  
Human Resource Division

**IMS CLERK / TECHNICIAN III**

Job Description

**JOB SUMMARY:**

Under supervision of the Director of Business Services, to do a wide variety of clerical work as it relates to the operation of the Instructional Materials Services center.

**REQUIRED QUALIFICATIONS:**

*Ability to:*

- Type at a speed of 45 wpm;
- Perform routine clerical work and use correct spelling;
- Learn, interpret, and apply school district policies and regulations;
- Take responsibility and use good judgment in recognizing scope of authority;
- Take responsibility for the compilation and organization of reports and memoranda as required;
- Understand and carry out oral and written instructions;
- Maintain cooperative working relationships with those contacted during the course of business;
- Represent and support the District in conversations with the public
- Use various computer software including word processing, spreadsheets, and data bases.

*Knowledge of:*

- Telephone techniques, filing systems and correspondence;
- Record-keeping procedures associated with the receipt, storage, issuance, and delivery of a variety of library and IMS materials and equipment;
- Computer skills; inventory procedures.

*Education:*

- Equivalent to completion of twelfth grade.

*Experience:*

- One year of school related experience.

**ESSENTIAL FUNCTIONS:**

- Receives incoming materials and compares against purchase order;
- Checks all incoming materials and reports damages or discrepancies;
- Verifies items in shipment with purchase order and checks for concealed damage;
- Participates in the taking of periodic physical inventories;
- Performs manual and clerical duties in the central warehouse;
- Keeps all teacher budgets and inputs Office Depot orders into the computer;
- Place all classroom supply orders to vendors as needed;
- Keep equipment inventory on the computer;
- Answer telephones
- Prepare and schedule outgoing UPS shipments.
- Back up for receiving and distributing mail out to all sites.
- Perform other related tasks as required.

## **WORKING CONDITIONS**

### Environment:

- Office/warehouse environments subject to high and low temperatures, subject to constant interruptions.

### Physical Abilities:

- Seeing to inspect statistical records;
- Dexterity of hands and fingers to operate a computer and office equipment;
- Sitting or standing for extended periods of time;
- Walking to various sites at the assigned locations;
- Lift over sixty (60) pounds;
- Kneeling and bending, pushing and pulling, reaching to retrieve and maintain files;
- Hearing and speaking to exchange information in person and on the telephone.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Salary: *Range 9*

Employment: 12-month employee

*Approved: February 11, 2014*