

## Gridley Unified School District Job Description

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**JOB TITLE:** Media Clerk  
**SALARY LEVEL:** 1  
**DEPARTMENT:** School Site  
**REPORTS TO:** School Principal

**UNIT:** Classified  
**LOCATION:** School Site  
**BOARD APPROVED:** 07/19/2023

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**SUMMARY:** The Media Clerk provides support to the school site in preparing and maintaining materials utilizing basic computer skills. Due to the busy nature of a school site, the employee must be able to routinely work well under pressure, remain calm, and tactful with students and staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepares materials when requested by staff members utilizing a variety of materials and resources.
- Types general school communications.
- Checks all communications for completeness and accuracy of grammar and spelling.
- Organizes, designs and maintains a filing system including instructional related materials.
- Assists other staff in completing office or school related tasks.
- Organizes and prioritizes all incoming work tasks.
- Receives, stores and issues instructional aids and materials.
- Checks orders against invoices or purchase orders and maintains inventory of materials.
- Operates various office equipment including but not limited to laminating machines, copiers, computers, etc.
- Distribute and process communication from site through various mediums.
- Ensures that all media equipment is maintained and in proper working order.
- Assists with orders, inventories, and distributes student and office supplies.
- Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.
- Maintains sanitary personal habits and a clean, neat appearance.
- Performs other related duties as assigned by Supervisor.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED); Some office experience preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:** Ability to apply common sense to carry out instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Typing Certificate 40 W. P. M. California Driver's License may be required by the first day of service. District First Aid and CPR training may be required and will be provided.

**OTHER SKILLS AND ABILITIES:** Must pass a computer skills test. Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.