

## **JOB DESCRIPTION**

**Job Title: Secretary, AV Shop (7362)**

### **Job Summary:**

The job of Secretary, AV Shop is done for the purpose/s of performing a variety of specialized and difficult clerical work to assist the shop with details including: the maintenance of files, records, and catalogs; the operation of a variety of office equipment; the preparation of reports, correspondence, forms, etc.; the shipping and receiving of parts and equipment; and to provide instruction in the use of computer and AV equipment under the supervision of the Program Manager, Educational Resource Services.

### **Essential Functions:**

- ▶ Answers the telephone, e-mails, or other client communication for the purpose of communicating with clients/school sites, and vendors for the purpose of maintaining equipment, ordering new parts and materials, and creating a high degree of client satisfaction through communication.
- ▶ Assists in the maintenance of parts and supplies inventory for the purpose of locating, ordering, and stocking needed parts and supplies with which to repair and maintain equipment.
- ▶ Assists with the shipping and receiving of parts and other related hardware for the purpose of reducing "turn-around" time and to provide outstanding service for our clients.
- ▶ Assists the Library Media Technician team for the purpose of providing a high quality of service to school sites in the area of media retrieval and information access.
- ▶ Maintains shop files, records and catalogs for the purpose of retrieving data and statistics, and ordering tools to compare prices and place accurate orders.
- ▶ Operates office equipment for the purpose of accomplishing tasks necessary to the smooth operation of the shop including the generating of purchase orders, corresponding with vendors, and updating parts records.
- ▶ Operates various types of computers, electrical and electronic test equipment for the purpose of making an initial and preliminary diagnosis of equipment failure.
- ▶ Prepares reports, schedules, correspondence, flyers, forms, reports, certificates, programs, transparencies, purchase orders and warrants for the purpose of generating documentation for the ordering, tracking, stocking and payment of materials and supplies used in the shop, as well as attendance figures for student staff and flyers, and to notify clients of audio visual services.
- ▶ Provides instruction in the use of the computer, AV equipment, and on-line databases for the purpose of improving clients' and staff knowledge base in the usage of computer programs, AV equipment, and other media-related hardware.

### **Skills, Knowledge and/or Abilities:**

- ▶ **Skills to:**
  - Type at 45 words per minute;
  - Follow oral and written instructions;
  - Operate a computer;
  - Operate and care for tools and equipment;
  - Perform secretarial work with speed and accuracy;
- ▶ **Knowledge of:**
  - ▶ Standard office procedures;
  - ▶ Inventory Reports;
  - ▶ Correct English word usage;
  - ▶ Records management;
  - ▶ Video reproduction;
  - ▶ Computer operation;
  - ▶ Software programs;
- ▶ **Ability to:**
  - Organize materials;
  - Communicate orally and in writing;
  - Use office and multimedia equipment;
  - Perform clerical work requiring independent judgment, accuracy and speed.

Responsibilities include: working under standardized instructions and/or routines; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Experience Required:**

- ▶ Job related experience is desired.

### **Education Required:**

- ▶ High School Diploma or Equivalent.

### **Certificates, Clearances, Testing and/or Bonding:**

- ▶ Valid California Driver's License and proof of automobile insurance
- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Typing Certificate for 45 wpm from clear copy

**August 2000**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.