

AUDIO-VISUAL AIDE CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This is primarily clerical work involving the inventory, distribution and receipt of audio-visual supplies and equipment. The position also requires minor technical duties such as routine and simple repair of films and tapes, operation of audio-visual equipment at concerts, plays, etc., and instruction in the use of audio-visual equipment. This class differs from Audio-Visual Technician by emphasizing the clerical aspects of an audio-visual distribution area and limiting the repair work to routine, minor mechanical maintenance of equipment and supplies. Work is performed under the general supervision of an Audio-Visual Technician, Audio-Visual Media Director or a similar administrative employee. Employees may be required to work evening or Saturday hours.

TYPICAL WORK ACTIVITIES:

1. Distributes audio-visual equipment and materials according to the need of the user;
2. Schedules and keeps records of use of audio-visual equipment and films;
3. Instructs faculty and students in the proper use of audio-visual equipment and demonstrates presentations to reduce instructional time allowing for increased curriculum coverage;
4. Maintains inventory films, equipment and basic replacement parts;
5. Maintains equipment control insuring theft prevention and inventory accuracy;
6. Receives, inspects for condition, and approves for acceptance all purchases of audio-visual equipment and films; sends out film catalog and overdue notices;
7. Performs a variety of clerical tasks associated with the audio-visual program;
8. Performs minor maintenance for those items that are difficult to repair or are on service contract;
9. Performs minor film repairs such as slicing;
10. May perform unskilled typing;
11. May record concerts, radio or television programs, plays or other theatrical performances when assigned;
12. May operate a variety of audio-visual equipment including video taping and playback recorders, stills and motion picture projectors and cameras;
13. May prepare the budget for audio-visual supplies and equipment;
14. May prepare bids for audio-visual support and equipment and participates in bid selection;
15. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation and use of audio-visual equipment; ability to coordinate and supervise services provided by the audio-visual department; ability to communicate effectively with the faculty and students in providing information on new audio-visual techniques and tools; ability to handle routine office work independently; ability to make minor film repairs and to maintain audio-visual equipment; clerical and mechanical aptitude; reliability; physical condition commensurate with the demands of the position.

AUDIO-VISUAL AIDE CLERK (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from high school or a high school equivalency diploma and one year of clerical experience;
- OR: (B) Completion of one year (30) credits of college or business school;
- OR: (C) An equivalent combination of the training and experience indicated in (A) and (B) above.

NOTE: Work experience may be substituted for formal education on a year-for-year basis.

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