

AUDIO-VISUAL AIDE TYPIST

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the coordination and control of audio-visual resources including the delivery of audio-visual services as requested or needed. An employee in this class will also be required to perform typing duties. This class differs from that of Audio-Visual Aide Clerk because of the greater typing duties involved. An employee in this class will be responsible for procurement and distribution of audio-visual instructional materials. The work also involves routine maintenance of audio-visual equipment and films inspection and repair. The work is performed under general supervision. An employee in this class may supervise the work of student aides.

TYPICAL WORK ACTIVITIES:

1. Schedules and keeps records of use of audio-visual equipment and films;
2. Maintains inventory of films, equipment and basic replacement parts;
3. Instructs faculty in the proper use of audio-visual equipment and demonstrates presentations to reduce instructional time allowing for increased curriculum coverage;
4. Prepares the budget for audio-visual supplies and equipment;
5. Maintains equipment control insuring theft prevention and inventory accuracy;
6. Prepares bids for audio-visual supplies and equipment and participates in bid selection;
7. Receives, inspects for condition and approves for acceptance all purchases of audio-visual equipment and films; sends out film catalog and overdue notices;
8. Performs minor maintenance and cleaning of audio-visual equipment and arranges maintenance for those items that are difficult to repair or are on service contract;
9. Performs minor film repairs such as splicing;
10. Performs a variety of clerical tasks associated with the audio-visual program;
11. Operates a variety of audio-visual equipment including video taping and playback;
12. Types forms, letters, invoices, vouchers, indexes, inventories and similar materials;
13. Makes entries on cards, bills or in ledger from original sources;
14. 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 type from clear copy or rough draft at a minimum acceptable rate of 35 words per minute; ability to communicate effectively with the faculty in providing information on new audio-visual techniques and tools; ability to handle routine work independently; ability to make minor film repairs and to maintain audio-visual equipment; clerical and mechanical aptitude; physical condition commensurate with the demands of the position.

AUDIO-VISUAL AIDE TYPIST (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from high school or possession of 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 training and experience indicated in (A) and (B) above.

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

SPECIAL REQUIREMENT:

Candidates must indicate ability to type, either a course in typing or typing experience.

CL3402

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