

# East Side Union High School District

## **Job Title: Bookroom Clerk**

### **Description of basic functions and responsibilities:**

To perform responsible clerical duties in the receipt, processing, distribution, and accounting of textbooks and to maintain related records. Employees in this job class receive general supervision within a framework of standard policies and procedures. This job class may train, assign, and direct the work of student assistants. This job class is responsible for the day-to-day operations of a school bookroom and requires organizational and record keeping skills.

**Supervisor:** School Site Administrator

### **Typical Duties:**

Receives, processes, stores, accounts for and issues textbooks.

Maintains a variety of records related to assigned functions including inventory cards, overdue/lost books, student fines, locker assignments, textbook assignments, class rosters, and schedule changes.

Receives requests for textbooks and provides timely distribution to classroom and/or individual students; maintaining accurate records.

Maintains inventory records and conducts physical inventory of textbooks at regularly scheduled intervals.

May make locker assignments and maintains accurate records of locker assignments made, combinations, and repairs requested/made.

May receive locker repair requests and contacts appropriate staff for repair; reissues lost locker combinations; and cleans withdrawn students' lockers.

Receives textbook shipments; checks and verifies shipments against invoices, purchase orders, and/or transfer slips.

Processes new/transferred textbooks; prepares inventory cards, stamps, district/school identification, glues in slips, numbers texts, and shelves texts.

Issues charges for lost/damaged books; contacts parents/students regarding overdue books and fees owed; collects money for damages and losses; grants refunds for books recovered; and maintains appropriate files and records.

Inspects returned textbooks for needed repairs; cleans and makes minor repairs and/or sends books out for major repairs.

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Boxes and transfers books to other school sites as requested and requests transfer of books from other schools as needed.

Enters, maintains, and updates data processing textbook records.

Trains, directs, supervises, and grades the work of student assistants as assigned.

Performs a variety of general clerical duties related to bookroom operations and as assigned.

Performs related duties as required.

### **Employment Standards**

Knowledge of proper record keeping methods and techniques.

Knowledge of standard office procedures and practices.

Ability to learn the basic purpose, organization, and operations of a school bookroom.

Ability to learn the procedures involved in the maintenance of school bookroom inventory records and files.

Ability to establish and maintain inventory and a variety of other records and files related to school bookroom operations.

Ability to type accurately at a rate required for successful job performance.

Ability to train and direct the work of student assistants.

Ability to communicate effectively in both oral and written forms.

Ability to operate standard office equipment including computer related equipment.

Ability to accurately perform arithmetical calculations.

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.