

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: AUDIO-VISUAL AIDE CLERK

TITLE #: 1062

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the coordination of all aspects of audio-visual resources at a school to meet program goals. The work is carried out in accordance with established procedures and involves the procurement and distribution of audio-visual instruction materials, routine maintenance of audio-visual equipment and instruction of staff in the proper use of equipment. Work is performed under general supervision with leeway allowed for the exercise of independent judgment in developing plans to provide audio-visual services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules and keeps records of use of audio-visual equipment and films;

Maintains inventory of films, equipment and basic replacement parts;

Instructs faculty in the proper use of audio-visual equipment to allow for increased curriculum coverage;

Prepares the budget for audio-visual supplies and equipment;

Maintains equipment control insuring theft prevention and inventory accuracy;

Prepares bids for audio-visual support and equipment and participates in bid selection;

Receives, inspects for condition, and approves for acceptance all purchases of audio-visual equipment and films; sends out film catalog and overdue notices;

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;

Performs a variety of clerical tasks associated with the audio-visual program;

May perform incidental typing duties, which do not require the skill of a qualified typist.

FULL PERFORMANCE KNOWLEDGES, 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 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; some ability to type, but typing at a specified speed is not a requirement; clerical and mechanical aptitude; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of full time paid clerical experience.

ADOPTED: Unknown