

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Laboratory Clerk

**Department:** Academic Affairs

**Location:** Evergreen Valley or San Jose City College

**Date:** 8/28/2017

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**POSITION PURPOSE**

Under the direction of an assigned administrator, the Laboratory Clerk performs a variety of activities in the efficient operation of a multimedia laboratory which supports the educational needs of college programs by providing print, audio, video, and computer resources. Assignments may include providing technical and functional direction to student assistants.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Provide counter services by issuing and receiving materials and equipment, setting up and demonstrating equipment, and answering phones.
2. Respond to student and faculty in-person and telephone requests for media center materials, services, and information.
3. Maintain a collection of computer software, films, video and audio tapes, and reference materials.
4. Check out print and non-print materials to students.
5. Check in materials on return.
6. Issue instructional materials to students, maintain inventory of supplies and handouts, and replace materials as necessary.
7. Assist students in operating laboratory equipment.
8. Orient students to proper laboratory equipment and procedures.
9. Maintain records of student time spent using the laboratory.
10. Duplicate taped, pre-recorded lessons and exercises for a variety of foreign languages and other courses.
11. Ensure the proper operation of media center equipment.
12. Perform minor maintenance and routine cleaning of equipment.
13. Prepare labels, and properly file media center materials in designated storage area.
14. Inventory audio cassettes, books, videos, test keys and CD-ROM's on weekly basis.
15. Maintain inventories of equipment and materials.
16. Identify supply needs and advise supervisor.
17. Participate in planning and implementing media center procedures and changes in procedures.
18. Type necessary forms and memoranda concerning laboratory activities and services as necessary.

19. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Proper procedures used in the issuance, control, and retrieval of supplies and materials.
2. Operation and routine maintenance of equipment such as tape recorders, video players and computers.
3. Modern office practices and procedures including filing and the operation of office equipment including personal and on-line computers.

### **Skills and Ability to:**

1. Maintain an inventory of necessary supplies and ensuring the security and control of District-owned equipment.
2. Work independently within general guidelines or parameters.
3. Perform effectively with frequent interruptions.
4. Operate and perform minor maintenance of audio, video, and computer equipment.
5. Write simple correspondence.
6. Effectively present information in one-on-one and small group situations to other employees or students.
7. Utilize reasoning skills to apply common sense understanding to carry out simple one- or two-step instructions.
8. Deal with standardized situations with only occasional or no variables.
9. Effectively communicate and interact with persons of diverse backgrounds and abilities.
10. Establish and maintain cooperative working relationships with those contacted during the course of work.

### **Experience and Education:**

1. One year certificate from a college or technical school.
2. Three to six months related experience and/or training.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

Board Approved: reformatting 8/28/17

Salary Range: 52

EEO Category: 2B4 – Secretarial/Clerical