

AUDIOVISUAL ATTENDANT

Code No.: 5-01-028

COMPETITIVE

Labor class for school districts only

DISTINGUISHING FEATURES OF THE CLASS: This is routine work in a school district involving stocking and circulating audiovisual films, supplies, textbooks and equipment and maintaining simple records of daily requests. Employees may be required to use an electronic work station. Work is performed under direct supervision of a higher level employee. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Fills requests for films, supplies instructional kits, textbooks or equipment by pulling the requested material, packing shipments, labeling material and forwarding orders along with shipping forms for payment;

Maintains records for cataloging video tapes and tabulates and records daily circulation figures;

Performs basic stock keeping activities such as checking the incoming shipments for completeness, stocking supplies, textbooks and films, shipping duplicate orders back to vendors and participating in taking an annual physical inventory;

Sorts and files returned material and notifies schools of late returns;

Processes new films, assigning code number and print number;

Shows preview films;

Duplicates instructional audio tapes;

Operates film inspection machine as needed and splices film;

Makes simple parts replacements on audiovisual equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to operate video taping equipment; ability to follow simple oral and written direction; ability to pull, pack, and label film and audiovisual supplies; ability to sort and file film; ability to check shipments for completeness and condition; ability to maintain audiovisual supply stock; ability to count requests handled and to keep simple records; ability to apply a simple alpha-numeric code to film processing; ability to read scale weights for proper postage and to operate a postage meter; ability to operate 16mm film projectors and video tape recorders; ability to operate a duplicating machine for cassette tapes; ability to operate film projection machines; physical condition commensurate with the demands of the position.

REVISED: May 29, 1985

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REVISED: August 22, 1991