

## TEXTBOOK INVENTORY CLERK

### DEFINITION

Travels extensively to various District locations and performs specialized duties related to receiving, processing, inventorying and distributing textbooks and other instructional materials.

### TYPICAL DUTIES

- Advises and provides technical assistance to District personnel in barcode applications, distribution of textbooks and the textbook inventory control system.
- Assists District personnel with textbook inventory and related procedures.
- Inputs detailed information and verifies accuracy regarding barcodes, International Standard Book Numbers (ISBN), quantities ordered, and delivery times into the computer-based inventory control system.
- Checks textbook purchase orders and packing slips for ISBN, description, quantity, and price; identifies errors and enters new data, changes, and corrections to the purchase order or inventory system.
- Reviews purchasing documents using State adopted and District approved lists to develop new barcode reader numbers, unit designations, and dollar value of books assigned to students.
- Monitors textbook ordering and receiving paperwork by comparing data with computer's visual display to identify discrepancies, resolves inventory errors by manual count, and reviews order history; and corrects supporting documents or computer data as necessary.
- Conducts periodic audits of textbooks and purchase orders at assigned locations and prepares reports.
- Reviews school inventory reports to obtain and provide information about textbook availability, price, quantity ordered, ordering units, delivery dates, and back orders.
- Expedites deliveries, partial shipments, and changes on school purchase orders by contacting vendors.
- Participates in inventory searches to recover misplaced textbooks and inputs corrections to the inventory control database.
- Prepares and mails form letters and other correspondence to parents and school personnel regarding lost textbooks and other textbook related matters.
- Maintains files of textbook requisitions, computer input forms, computer printouts, and other documents.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Textbook Inventory Clerk performs a variety of textbook inventory control functions, assists school personnel with textbook procedures, barcodes books and enters data in computer files, processes supporting documents, and communicates details of textbook inventory status to District offices, schools, and school site administrators.

An Inventory Control Clerk performs a variety of inventory control and related clerical duties; codes update forms to change data in computer files, processes supporting documents, and communicates details of inventory status to District offices, schools, and vendors.

A Library Aide provides library media services for students and teachers.

## SUPERVISION

General supervision is received from the Integrated Library and Textbook Support Services Coordinator or Specialist. Immediate supervision is received from a Supervising Clerk. Work direction may be given to lower level clerical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Basic use of personal computers
- Basic data entry methods
- Purchasing procedures and inventory terms
- Appropriate techniques used in giving information to the public in person, on the telephone, and via email.

### Ability to:

- Apply District textbook policies, rules, and procedures
- Identify and resolve problems in document processing and in a computer database
- Work effectively with groups and individuals
- Perform clerical and manual operations required in a textbook room or warehouse
- Communicate clearly and effectively orally and in writing
- Use Microsoft Office Outlook, Word, and Excel
- Use computer hardware and software to input, edit, and format data and information
- Compose e-mail documents

### Special Physical Requirements:

Ability to safely pull, push, lift, and move objects weighing up to 100 pounds.

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by one courses in computer usage and office practices and procedures.

### Experience:

One year of experience performing clerical work that included using a computer keyboard and record-keeping responsibilities. School based textbook inventory experience is desirable.

### Special:

- A valid California Driver License
- Use of an automobile may be required for some positions

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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