

## STOCK CLERK (BRAILLE)

### DEFINITION

Orders, receives, and issues books, supplies, and equipment; reads Braille; and performs manual and clerical duties pertaining to the maintenance of specialized materials for students who are visually impaired.

### TYPICAL DUTIES

Maintains up-to-date inventory of books, aids, materials, equipment, and supplies.  
Translates from Braille identifying information for books and related materials.  
Shelves material in systematic order.  
Receives and processes new books and materials.  
Receives e-book files and Braillist-prepared files through e-mail.  
Receives and processes counter, telephone, and written orders for Braille, large print, and inspects items delivered from vendors and public and private agencies.  
Maintains, checks, repairs, and makes minor adjustments to Braille writers, Braille note takers, cassette recorders, and other specialized equipment.  
Assists resource and itinerant teachers assigned to instruct students with visual impairments in ordering specialized books and materials.  
Binds Braille books and makes minor repairs to books.  
Embosses, separates, and binds using highly specialized equipment.  
Scans printed materials not available in Braille and converts to Braille.  
Identifies and ships obsolete books and equipment.  
Contacts other storage facilities and resource rooms to secure needed materials.  
Tests and maintains equipment.  
Keeps stock room orderly.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Stock Clerk (Braille) reads Braille and performs manual and clerical duties pertaining to the maintenance and distribution of specialized materials for the visually impaired.

A Head Stock Clerk has responsibility for one or more supply operations and supervises Stock Clerks, Stock Workers, Forklift Operators, and clerical personnel in the ordering, receiving, storing, and issuing of supplies and equipment. A Head Stock Clerk supervises a large crew in the performance of duties related to one supply function or supervises fewer employees in the performance of duties involved with a variety of supply functions.

Other specialized Stock Clerk classes are assigned manual and clerical duties in relation to the ordering, receipt, storage, and distribution of the types of supplies and equipment indicated in the class title.

### SUPERVISION

General supervision is received from an administrator or a teacher for the visually impaired. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Methods of ordering, inspecting, maintaining records, engraving and stamping, shelving, packaging, and shipping of all types of specialized materials for the visually impaired
- Maintenance and operation of a large storeroom
- Inventory and stock records
- Safe lifting procedures used to lift items such as books and equipment
- Optical Character Recognition (OCR) and Braille translation programs
- Specialized machinery and software pertaining to Braille embossers and Braille writers

### Ability to:

- Perform clerical and manual operations required in a stock room
- Maintain effective working relationships with District personnel and students (including students who are blind and visually impaired)
- Use contracted Braille
- Exercise judgment in identifying obsolete books and equipment
- Assist teachers of the visually impaired in identifying and troubleshooting equipment malfunctions
- Follow oral and written instructions
- Keep accurate records

### Special Physical Requirement:

- Safely lift and carry supplies and equipment weighing up to 50 pounds

## ENTRANCE QUALIFICATIONS

### Education:

- Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

- Six months of experience in receiving, inspecting, storing, and processing orders, or issuing supplies and equipment.

### Special:

- Proficiency in the use of contracted Braille is required.

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