

## STOCK CLERK (MUSIC)

### DEFINITION

Coordinates and monitors redistribution of musical instruments to elementary schools, and performs manual and clerical duties pertaining to the maintenance of musical instruments and supplies.

### TYPICAL DUTIES

Receives, inspects, stores, and catalogs musical instruments, musical scores, and supplies used by elementary school music students.  
Issues musical instruments, musical scores, recordings, and supplies to elementary schools as requested by instructors or administrators.  
Regularly updates and reports the status of the musical instruments inventory for the Musical Instrument Repair Supervisor and the Arts Education Branch designees using various computer applications such as word processing programs, spreadsheets, and FileMaker Pro.  
Maintains a lending library of choral and instrumental music.  
Prepares requisitions and requests for purchase of musical instruments and supplies.  
Maintains an accurate database of the musical instruments inventory and sheet music.  
Informs administrators and teachers about policies and procedures for the use of musical instruments by the elementary schools.  
Informs teachers regarding the care and storage of instruments to reduce theft and vandalism.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Stock Clerk (Music) performs manual and clerical duties pertaining to the maintenance of musical instruments and supplies.

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, such as Stock Clerk (Braille) and Stock Clerk (Computer Repair) 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 the Director of Arts Education or designee. Work direction may be exercised over an Office Technician and part-time student employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Basics of music notation, scores, and terminology
- Supply-handling methods and equipment
- Record-keeping and inventory procedures
- Safe lifting procedures

### Ability to:

- Assist teachers in the selection of materials suitable to the grade level of the students involved
- Maintain musical scores in good repair
- Identify musical instruments
- Read basic music notation
- Keep accurate records and produce written reports
- Operate various office machines, including a typewriter, calculator, and copier
- Provide effective work direction and maintain good working relationships with District personnel
- Operate a personal computer

### Special Physical Requirements:

- Safely lift and carry musical instruments weighing up to 80 pounds
- Stand and walk on concrete floors for extended periods
- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, grip, and pull

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in music.

### Experience:

Six months of experience that included the maintenance of music supplies and scores, or one year of other storekeeping experience supplemented by college-level courses in music.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of the position at any time.

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JPK