

JOB DESCRIPTION
Zion-Benton Township High School

POSITION TITLE:	IMC Clerk	LOCATION:	IMC
REPORTS TO:	IMC Coordinator	STATUS:	Classified
CLASSIFICATION:	B	TERM:	10 Months

General Summary:

The IMC Clerk is a member of the Media Services Team and is responsible for providing support and assistance to the IMC Coordinator in responsibilities associated with the day-to-day operations of the IMC.

Essential Duties And Responsibilities:

1. Utilizes technological and organizational skills in performing various departmental tasks.
2. Utilizes technology to maintain student files and fine records.
3. Utilizes technology to assist with cataloging, processing, maintaining, repairing, and inventorying of various IMC materials.
4. Assists with oversight of students in the IMC.
5. Opens and/or closes circulation desk as needed and assists with circulation of materials.
6. Assists students and classes with reference questions, research, and computers and materials use.
7. Assists with departmental budget.
8. Performs other related duties as assigned by the IMC Coordinator or Principal.

Knowledge, Skills, and Abilities:

- Able to utilize computer technology to perform various department tasks, including: card cataloging, online database searches, word processing, spreadsheets, the internet, and email communication.
- Able to operate various office equipment, such as personal computer, calculator, facsimile, copy machine, document shredder, desktop printer, etc.
- Possesses typing and general office skills.
- Able to communicate with faculty, staff, students, parents, and the public in a courteous and professional manner.
- Able to maintain confidentiality and use good judgment.
- Organized and punctual.
- Able to multi-task and work with minimal supervision.
- Represents ZBTHS in a positive manner in communications with staff, parents, and the community.
- Maintains proper professional attire.

Education and Experience:

Minimum of a high school diploma and two years of office experience required. Additional education desirable. Prior experience with high school students a plus.

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Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with staff, students, et.al. in the office and via telephone.				X
Standing/Walking/Mobility: Must be able to stand to access files and operate office machines, mobility within office area and building.				X
Climbing/Stooping/Kneeling::			X	
Lifting/Pulling/Pushing:			X	
Dexterity/Repetitive Motion: Must be able to perform small hand motions such as writing, typing, using phone system, etc.				X

Physical Dimensions:

Medium Work: Exerting up to 20-40 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects.

Note:

The statements herein are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Should the needs of the district and/or scope of responsibilities assigned to an employee's supervisor necessitate change, evaluation and modification of job descriptions may be required.

JD/IMCClerk