



## **JOB DESCRIPTION**

Salary Grade: 2 CUPE 1328
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**Job Title:**  
**Audio Visual Clerk**

### **PRIMARY FUNCTION**

The primary function of this job is to ship/receive media and complete maintenance and inventory on media collection.

### **MAIN RESPONSIBILITIES**

1. Receives from Computer Services a print out of requested films and prepares them by:
  - pulling from shelves films/video tapes according to file number and title as listed
  - recording on Audio Visual Pickup and Delivery Sheet the number of films going to each school
  - bagging films and clipping computer list of titles to the outside of bag
  - placing bags in Route Carts and wheeling to pick-up area.
2. Prepares the returned films/videos from Schools and Departments for further use by:
  - unloading films/videos from carts and delivery bags and placing them in numerical piles
  - sending the film through a machines which automatically indicates where damage has taken place
  - cutting, splicing or taping damaged film using a Film Splicer
  - strengthening the damaged sprocket area of the film by gluing on new tape using a Sprocket Tape Machine
  - attaching new heads or tails to the films where necessary
  - filing a damaged Film Report Sheet to have badly damaged films replaced

- filing films numerically in Film Library.
3. Receives damaged equipment from schools by:
    - unloading equipment from carts and delivering them to the Repair Room
    - dating the Repair Order Tag, recording the number of pieces on Tally Sheet and placing equipment on the appropriate shelf.
  4. Handles requests for Equipment Loans and Setups (within the C.E.C.0 from Departments and Schools by:
    - making sure appropriate Loan Forms are completed and information recorded in Request Ledger
    - picking up desired equipment from Loan Room and recording necessary information on cards
    - delivery and setting up equipment as requested at the C.E.C.
    - arrange T.V. repair in schools.
  5. Performs minor repairs on Extension Cords, Power Bars, Headphones, Listening Stations etc. utilizing soldering iron, wire-cutters, screw-drivers and other necessary tools.
  6. Performs other duties as assigned or required (such as provides back-up to Data Entry Operator-Audio Visual).

**SKILL**

- High School Diploma or equivalent
- 3 – 6 months related experience

**EFFORT**

- Complexity of job is making sure that the films/videos and Audio Visual Loan requests are properly attended to and proper maintenance of such items be carried out
- Concentration required when booking, rewinding, inspecting and repairing films and audio visual equipment. Physical effort required in daily handling of Audio Visual equipment and bags of films/videos (up to 50 lbs.)

**RESPONSIBILITY**

- Independence of action in determining when a film is damaged enough to be replaced.
- Error in handling requests for loan of audio visual equipment and films/videos would lead to inconvenience to others.

- Contact with Section staff and Supervisors in performance of duties, other contacts with Board staff and schools requesting media materials.

**WORKING CONDITIONS**

- Little control of daily workload.
- Required to work daily with dust and dirt from bags and films and noise from machine that detects damage to film.