

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.
Requests purchases 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.
Conducts inventory of musical instruments and supplies at school sites as necessary.
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.

The Supervising Stock Clerk (Music) plans, organizes, participates in and is responsible for the operations of the Elementary Orchestra Office and supervises personnel in the manual and clerical duties pertaining to the maintenance of musical instruments and supplies.

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 Supervising Stock Clerk (Music). 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
- Microsoft Windows operating systems
- Microsoft Word, Excel and Outlook

Ability to:

- Maintain musical scores in good repair
- Identify musical instruments
- Read basic music notation
- Keep accurate records and produce written reports
- Provide effective work direction and maintain good working relationships with District personnel
- Operate a computer and associated peripheral equipment

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

Special

A valid California Driver License and the availability of private transportation or the ability to utilize an alternative method of transportation.

This 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.

Revised
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