

The Howard County Public School System

Job Analysis

JOB TITLE: Clerk I and II, Science Resource Center

DOT/O*NET Code: 222.387-034/43-5081.03

POSITION INFORMATION

Summary of Duties: The Science Resource Center Clerk performs a variety of duties related to the distribution of science kits and materials to all elementary schools and for on-site support to teachers and paraeducators. The Science Clerk II has additional responsibilities of ordering and purchasing items, and computer data entry. The Science Resource Center Clerk I is more involved in inventory, unpacking, packing, and refurbishing of science materials. This is a 12-month position.

Essential Job Functions:

- Prepare annual teacher information packets for elementary school grade level teams.
- Obtain lists of required materials from science teachers and enter into computer database
- Follow up with teachers for missing orders; contact teachers or supervisors regarding anticipated orders.
- Process orders, checking for reasonableness.
- Order materials for school year quarters and outdoor education, enter into computer database.
- Receive, unpack, check, inventory and store all incoming material maintaining organizational structure. Complete related paperwork and computer data entry.
- Maintain copies of all invoices and credit card statements. Coordinate with Purchasing and Central Office.
- Maintain and update recordkeeping forms, such as kit content forms, kit assignment lists, consumable order forms, and book inventory lists.
- Maintain records of all teachers of science and paraeducators (pre-K through 5th grade).
- Maintain the organizational structure of categorizing materials and lists by school, grade level, and teacher, and by lesson/unit and consumable or non-consumable classifications.
- Inventory returned kits of non-consumable materials; track missing items, refurbish kits; send correspondence to teachers of missing kit items.
- Wash/clean the kits and kit contents as necessary. Launder cleaning supplies.
- Pull orders and pack new kits according to teacher/curriculum requirements.
- Label each kit with name of school, grade level, school year quarter, and teacher.
- Prepare a kit content form for each kit to assist with the tracking of materials.
- Refurbish kits remaining at the schools as requested. May use the internal mail (pony) system or deliver items to the schools
- Adhere to the maximum acceptable turn around time for orders, five to seven days.

- Pull orders and pack boxes of consumable items according to teacher/curriculum requirements.
- Label boxes with the name of the school, grade level, school year quarter, and teacher.
- Prepare Warehouse pick-up and delivery request forms.
- Responsible for maintaining appropriate levels of inventory stock.
- Visit schools when requested to assist with organization of science closets and restore kits. This may occur 3-4 times per school year.
- Make minor repairs to equipment (microscopes, balance scales, friction track sets, all-terrain wheelchairs, etc.); train teachers/staff in the use of the all terrain wheelchairs.
- Assist teachers requested for curriculum development of science materials, lessons, and pilot units.
- Compile and post a list of outdated material and pack for delivery to schools if requested.
- Maintain tub book inventory.
- Perform janitorial tasks for the Science Resource Center; dust shelves, mop floors, vacuum carpet, empty trash, clean bathroom, and replace light bulbs in the office area.
- Perform basic maintenance on office machines.
- Build shelving, and move shelves, tables, desks, chairs and other items as needed for space.
- Pick-up materials from local distributors; driving from 50 to 400 miles each year may be determined to be appropriate.
- Notify Building Services and/or landlord of needed repairs to building.
- Coordinate tasks of employees assigned to the Science Resource Center for modified duty by the Risk Management Office.
- Maintain regular, on-time attendance.

Machinery, Tools, Equipment, Work Aids Used:

- Plastic tubs for kits
- Boxes
- Bubble wrap
- Packing tape and dispenser/tape gun
- Scissors
- Box Cutters
- Zipper lock bags
- Trash cans
- Dollies
- Pallet jacks/pallets
- Carts
- Ladders/stair ladders/rolling ladders
- Warehouse shelving
- Paper shredder
- Paper cutter
- Shrink wrap machine/shrink wrap
- Laminator
- Curriculum for science, by grade level

- Clipboards
- Warehouse area shelving
- Basic hand tools (drills, hammers, screwdrivers, pliers)
- Office supplies (paper, pens, pencils, hole punch, paperclips, stapler/staples, staple remover, rubber bands, labels, index cards, sticky notes, rulers, markers, notebooks/binders)
- Office equipment (computer, printer, photocopier, scanner, facsimile machine, telephone, filing cabinets)
- Office furniture (desks, chairs, shelving)
- Cleaning equipment (mops, brooms, vacuum cleaner, shop vac, cleaning cloths and solutions, scrapers)
- Fire extinguisher
- Fans

Products/Materials Handled:

- All items listed above under machinery, tools, equipment, work aids used.
- Shredded paper
- Microscopes; slides
- Balance Scales; digital scales
- Friction track sets
- All-terrain wheelchairs and parts
- Batteries; battery testers
- Magnets; iron filings; bar magnetizers
- Steel bolts
- Compasses
- Color paddles and color paddle sets; color wheels
- Funnel sets
- Ladles
- Goggles
- Plastic combs
- Dry cell holders; bulb holders
- Lenses/magnifying glasses or boxes
- Measuring cup sets; measuring spoons
- Tape measures; all types of rulers
- Spray bottles; squirt bottles
- Sprinkler jars
- Thermometers
- Root Vue Farms
- Trowels
- Plastic containers; plastic spoons; plastic trays
- Tubing
- Knife switches
- Tubs
- Pipettes

- Ice trays; deep well trays
- Basters
- Dropping bottles
- Droppers; eyedroppers
- Flashlights
- Light sources
- Mirrors
- Periscopes
- Prisms
- Bells
- Aluminum foil; plastic wrap; waxed paper
- Strainers
- Tongs; tweezers
- Sponges; natural sponge
- Cellophane
- Pie pans; metal pans; roasting pans
- Paper and plastic plates
- Hot chocolate packets
- Coffee
- Bubble liquid
- Liquid soap
- Steel wool
- Antiseptic wipes
- Baking soda
- Vinegar
- Salt; pepper
- Sugar
- Spring water
- Corn syrup
- Glycerin
- Rice; rice cereal
- Beans
- Peppercorns
- Dried peas
- Macaroni
- Sprinkles
- Marshmallows
- Corn kernels
- Dried parsley
- Tea bags
- Color liquid; food coloring
- Toothpicks
- Paper bags
- Cupcake holders

- Vegetable oil
- Clay
- Sand; soil; hardwood mulch; grani-grit
- Sandstone
- Cups; plastic, paper, wax, and Styrofoam; cups with holes in bottom
- Craft sticks
- Cotton balls
- Coffee filters; flat filters
- Straws
- Pipe cleaners
- Sandpaper
- Flower, plant, grass, and vegetable seeds; sorting seed bags; planting seed bags
- Timothy (hay)
- Tuning fork set
- Boxed rock collections; other rocks; gravel; marble; block
- Pyrite pieces
- Merostomate replica sets
- Seashells
- Fossil box collection sets; other fossils and fossil sets
- Watershed packets (parsley, Italian seasoning, instant tea, Kool-aid, instant coffee, shredded paper)
- Fishnets
- Flexi-tanks
- Magic springs
- Wooden blocks; Styrofoam blocks
- Wooden dowels
- Rain gauges
- Barometers
- Tornado tube and fountain set; tornado and waterspout kit
- Jacks and ball sets
- Paddle ball sets
- Marbles
- Washers
- Timers; stop watches
- Tops
- “S” hooks; thick rubber bands
- Balls (rubber, ping-pong, tennis, golf, Styrofoam, lacrosse, foam, metal, wooden)
- Toy cars
- Yo-yos
- Masonite boards; masonite ramps; other ramps
- Rolling pins
- Rubber mallet
- Yarn
- String

- Carpet
- Paint brushes; painters tape
- Construction paper; card stock; tissue paper; newsprint, tag board; cardboard
- Brass fasteners
- Fabric
- Tapestry needles
- Thread
- Wall paper
- Film canisters
- Pom-poms
- Feathers
- Beads
- Glitter
- Foam tiles; streaking tiles
- Cork; cork stoppers
- Chalk
- Emory boards
- Buttons
- Petri dishes
- Plants
- Fertilizer
- Peat pots
- Copper wire
- Life cycle frog mounts
- Cotton batting
- Light bulbs
- Wire mesh
- Safety pins; T-pins; push pins
- Styrofoam peanuts
- Owl pellets
- Graduated cylinders
- Beakers
- Vials
- Cheesecloth
- Gloves; face masks
- Butterfly pavilion school kit
- Inflatable globe
- Transparencies
- Masses with hooks
- Flexible camera packages (camera, couplers, lenses, cables, adapters, power supply, tub holder, packing material)
- Arbor Day trees
- Posters/charts; pictures; maps
- Books

- Teacher resource guides; student response booklets

EDUCATIONAL/VOCATIONAL PREPARATION

- High school diploma or equivalent
- Computer skills, including the use of Word and Excel

REQUIRED CERTIFICATES/LICENSES

- Current valid Class C Driver's License

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of inventory control methods and record keeping practices.
- Knowledge of the English language and of alpha-numeric filing.
- Strong human relations/customer service skills.
- Skilled in oral and written communication.
- Ability to perform general clerical tasks.
- Ability to maintain record keeping system and organizational structure.
- Ability to perform data entry or keyboarding at a moderate rate of speed.
- Ability to follow safety procedures and use appropriate protective devices or equipment.
- Ability to perform the physical requirements of the job.

JOB SITE ENVIRONMENT

Work Site

- Inside: 98%
- Outside: 2%

Temperature Factors

- Exposed to heat in the warehouse area of the Science Resource Center on hot summer days.
- Exposed to weather conditions when outside.

Noise Factors

- Exposed to noise from fans in the Warehouse area in the summer.
- Exposed to noise of electric equipment.

Vibrations

- N/A

Air Quality Factors

- May be exposed to fumes from the laminating machine.

Working Surface

- Painted concrete floors in the warehouse area.
- Carpet in the office.
- Tile in the consumables room.

PHYSICAL REQUIREMENTS – Clerk, Science Resource Center

| Non-Material Handling: | | | | | | | |
|-------------------------------|--------------|---|---------------|---------------------|----------------------|--------------------|--|
| | Not Required | | Rarely <1% | Infrequently <8% | Occasionally <33% | Frequently <66% | Constantly >67% |
| | N | R | I | O | F | C | <i>Description of Requirements at one time and throughout the shift</i> |
| Bend | | | | X | | | Needed daily, usually for brief periods at a time. Alternatives to bending for longer periods if needed may include sitting on a stool, squatting, and kneeling. |
| Squat | | | | X | | | Usually partial squatting for brief periods at a time. Alternatives to prolonged or repetitive squatting may include sitting, bending, and kneeling. |
| Kneel | | | X | | | | May be needed for brief periods. |
| Crawl | | X | | | | | May be needed briefly when cleaning. |
| Balance | | | | X | | | Needs average skills to negotiate on a flat even surface 98% of the time. On a rare basis higher balance skills are needed when in the community shopping or going to schools (for retrieving kits or organizing a science team closet). |
| Reach Above Shoulder | | | | X | -- | X | Needed to store and retrieve supplies and kits (tubs). Needed more often each day for consecutive days about 50% of the year. |
| Sit | | | | X | | | May be used when working at the kit inspection-assemble and consumable-packaging workstation. (Standing is an alternative). Needed for driving on a rare basis (up to 3 to 4 times a month for short trips). |
| Stand | | | | X | | | Variable due to changes with work requirements, which shifts with changes in the school calendar. Static standing is usually combined with walking for about 50% of the year. Sustained standing is optional when at the Kit assembly and packaging workstation. |
| Walk | | | | | | X | Near constant periods of walking while pushing a cart, combined with brief periods of standing and intermittent use of portable stairs are required for about 50% of the year. |
| Running | X | | | | | | Not needed. |
| Alternate Sit/Stand | | | | X | | | May be required more frequently at times. |
| Hand Dexterity | | | | | | X | Needed for handling items, fingering and counting; handwriting, labeling, keyboarding, use of equipment; manipulating small and medium size objects while inspecting and building kits, repackaging perishable items. |
| Hand Controls | | | | | | X | Need frequent whole arm motion for most work tasks throughout the workday. |
| Foot Controls | | X | | | | | Needed to operate a vehicle on the rare occasion for shopping or working off site at a school. |
| Stair Climb | | | | X | | | Needed most days to climb portable stairs about 10 times throughout the day for consecutive days for 50% of the school year. |
| Ladder Climb | | | X | | | | May need to climb and work from a step-ladder for brief periods. |
| Driving | | X | | | | | May be needed to shop locally for perishable or kit items and to visit schools to assist with science team closet organization. |

| Material Handling: | | | | | | | |
|---------------------------|---------------------|----|---------------|---------------------|----------------------|--------------------|--|
| | Not Required | | Rarely <1% | Infrequently <8% | Occasionally <33% | Frequently <66% | Constantly >67% |
| | Repetitions per day | | 1-10 | <25 | <100 | 100-500 | 500+ per day |
| | N | R | I | O | F | C | <i>These values represent the heavier handling requirements for about 50% of the year. Unusually heavier packages can be broken down.</i> |
| Lift Floor to Knuckle | | 75 | 35 | 25 | -- | -- | Needed for handling packages and individual items of supplies, books, curriculum, consumables, and Science Kits in an un-cooled warehouse environment where storage and staging occurs on the floor and on multilevel shelves that extend overhead requiring portable steps with a platform at about 6 feet. |
| 10 in. to Knuckle | | 75 | 35 | 25 | 15 | 10 | |
| Knuckle to Waist | | 75 | 35 | 25 | 15 | 5 | |
| Knuckle to Shoulder | | 50 | 25 | 20 | 10 | 5 | |
| Shoulder to Overhead | | 30 | 20 | 15 | -- | -- | |
| Push | | 50 | 30 | 25 | 15 | 10 | Needed to move pallets using a Pallet Jack; and maneuvering a cart to fill an order for perishable items for science projects. |
| Pull | | 50 | 30 | 25 | 15 | 10 | Carts are available to assist with moving packages and kits. Carrying on stairs (both fixed– 2 flights, and portable is required). |
| Carry | | 35 | 20 | 15 | 10 | 5 | |

JOB ANALYSIS REVIEW

Printed Name

Signature

Title

Howard County Public School System

Date

JOB ANALYSIS PREPARATION

Nancy Forest, MA, CRC, CCM, CDMS, CLCP
Printed Name

Signature

Senior Rehabilitation Case Manager
Title

First Rehabilitation Resources, Inc.
Company

Date

Michael Caruso, PT, OCS, FAAOMPT
Printed Name

Signature

Industrial Physical Therapist
Title

Occupational Rehabilitation Associates
Company

Date