

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Document Services Coordinator

**BASIC FUNCTION:** Under the supervision of the area Director, performs a variety of skilled duties related to the smooth and efficient operation of the Administrative Support Center, ensuring work submitted is completed in an accurate and timely manner; coordinates Document Services workflow, student and hourly workers, and staff activities; performs other related work as required with responsibilities to all departments of the Office of Public Affairs and College Advancement.

**PROVIDES WORK OR LEAD DIRECTION TO:** Document Services Technicians, Short-Term employee(s) and/or Work Study student(s).

**REPRESENTATIVE DUTIES:**

1. Publishes a wide variety of documents such as exams, classroom materials, brochures, study guides, manuals, syllabi, transparencies, and slide presentations incorporating graphs, charts, and other graphics from District source documents.
2. Publishes documents of highly specialized nature including foreign languages, medical terminology, mathematics/chemistry, and organizational charts from District source documents.
3. Prepares produced documents in PDF format for uplink to the Web site.
4. Prepares and maintains address files for departments/offices on campus.
5. Coordinates work directly with requestors via e-mail, telephone, and face-to-face meetings.
6. Answers telephone and responds to queries providing information.
7. Applies Par score to grade tests and conduct evaluations.
8. Assists in other office areas including general office, the mailroom, the copying center, and switchboard as needed.
9. Participates in District-provided in-service training programs.
10. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
11. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** Three years of directly related clerical work to include two years of full-time computer applications experience using word processing, desktop publishing, and graphics software is required.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Modern office equipment, practices, and software.

**ABILITY TO:** Understand and follow oral and written directions; keyboard at a speed of not less than 40 net words per minute; establish and maintain effective relationships with others in the course work. Must have excellent customer service skills.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Co-workers, faculty, other departmental personnel, and the general public.

**PHYSICAL EFFORT:** Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.