

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Document Services Technician

**BASIC FUNCTION:** Under the supervision of the area Director, performs a variety of skilled duties in the production of documents, including computer applications, graphics integration, development and layout; in a timely and professional manner and with proficiency and efficiency, provides support to faculty, other department and administrative offices on campus.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**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.
2. Publishes documents of highly specialized nature including foreign languages, medical terminology, mathematics/chemistry, and organizational charts.
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:** Two years of closely related clerical work to include one year 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.

**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.