

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE
TEMPORARY POSITION DESCRIPTION**

POSITION TITLE: Clerical Assistant

DEPARTMENT/LOCATION: Various departments; District

BASIC FUNCTIONS: Under the supervision of the assigned administrator, assists the department with routine clerical and office support duties, such as answering phones, data entry, filing, and greeting and directing visitors.

REPRESENTATIVE DUTIES:

1. Receives and makes phone calls; greets and directs visitors and students to the appropriate department or staff member.
2. Performs basic data entry and maintains routine records and files.
3. Picks up, sorts, and delivers department mail.
4. Makes photocopies and assembles meeting or program materials.
5. Organizes and maintains office supplies and equipment.
6. Assists with basic word processing, correspondence, and simple documents.
7. Assists in organizing informational or recruitment mailings.
8. Assists with scheduling appointments or meetings as directed.
9. Uses standard office equipment (computer, copier, multi-line phone, fax) and common office software.
10. Maintains good customer service skills when interacting with the public, students, faculty, and staff.
11. Performs other related as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS: Equivalent to completion of high school; or an equivalent combination of education, training, and/or experience. General knowledge of basic office procedures and customer service practices. Basic familiarity with standard office equipment and common computer applications.

HOURS / DAYS: A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is limited to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is limited to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

No temporary employee may begin to work without the authorization of Human Resources & Employee Relations.

The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

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.