

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

POSITION TITLE: E-Text Transcriber

DEPARTMENT/LOCATION: DSP&S

BASIC FUNCTIONS: Convert required instructional materials into digital files that can be used with assistive technology for students with print disabilities

REPRESENTATIVE DUTIES:

1. Scan hardcopy instructional materials and use Optical Character Recognition (OCR) software to convert to scanned materials into formats usable to students with print disabilities
2. Transcribe digital texts into various formats (i.e., PDF to Word) for use by students with print disabilities.
3. Assist students in the DSP&S computer lab with basic computer access needs

QUALIFICATIONS: MS Word skill level of Intermediate or higher in MS Word. Completion of English 50 or equivalent with a grade of C or better.

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.

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.