

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

POSITION TITLE: Office Assistant II

DEPARTMENT/LOCATION: Facilities/Moreno Valley

BASIC FUNCTIONS: Under the supervision of the area Director, performs skilled clerical duties such as answering phone, data entry.

REPRESENTATIVE DUTIES:

1. Receives and makes calls.
2. Data entry into the existing key inventory database.
3. Create spreadsheets with new and existing campus keys.
4. Check the current inventory of keys.
5. Operates and maintains a variety of office equipment.
6. Maintains good customer service skills.

QUALIFICATIONS: Basic office skills, Excel

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 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 Diversity and Human Resources.

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.