

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE TEMPORARY POSITION DESCRIPTION

POSITION TITLE: Office Assistant IV

DEPARTMENT/LOCATION: Various Departments; Moreno Valley, Norco, Riverside City Colleges

BASIC FUNCTIONS: The Office Assistant IV, assists with clerical and office duties.

REPRESENTIVE DUTIES:

1. Performs general clerical and office duties, including filing, organizing, and maintaining materials.
2. Makes photocopies.
3. Assists with word processing.
4. Answers telephones.
5. Assists with scheduling appointments and meetings.
6. Sorts and distributes department mail.
7. Assists in preparing, producing, and distributing materials and reports related to department projects.
8. Assists in other related clerical duties.

QUALIFICATIONS:

Experience in community college and/or higher education setting is preferred. Excellent customer service experience.

Knowledge of: standard office procedures and practices; Microsoft Office. Ability to: use standard office equipment such as computer, copy machine, multi-line telephones, fax machine, 10-key calculator. Must possess excellent verbal and written communication skills.

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 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.