

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

**POSITION TITLE:** Scanner

**DEPARTMENT/LOCATION:** Diversity and Human Resources

**BASIC FUNCTIONS:** Scan, index, and store paper documents and convert captured images into electronic image documents so that the documents can be retrieved, viewed or printed from the imaging system.

**REPRESENTATIVE DUTIES:**

1. Scan confidential documents for document retention.
2. Prepare batches for scanning.
3. Index documents and associate keywords for ease of document retrieval.
4. Verify scan format and scan modes (no index, pre-index or full index).
5. Review pertinent data to make sure it is readable before committing to the file.
6. Purge documents incorrectly scanned into the file.

**QUALIFICATIONS:** Familiarity with Document Imaging OnBase software is highly desired.

**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.