<center>**RIVERSIDE COMMUNITY COLLEGE DISTRICT**
CLASSIFIED POSITION DESCRIPTION</center>

JOB TITLE: Document Services Coordinator (Evening)

BASIC FUNCTION: Under the supervision of the area Manager, oversees department data management and test scanning; performs a variety of skilled duties related to the smooth and efficient operation of the Administrative Support Center, ensuring work submitted is completed in an accurate and timely manner; coordinates Document Services Technicians, student and hourly workers, and staff activities; performs other related work as required with responsibilities to all departments of the Office of Public Affairs and College Advancement.

PROVIDES WORK OR LEAD DIRECTION TO: Document Services Technicians, Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Maintains database; compiles and exports reports for management and cost accounting; processes problem data; troubleshoots staff data entry problems; compiles and maintains District mailbox lists.
2. Scans exams, surveys, and evaluations using Par score; prints and emails reports for instructors; prepares training materials; trains, assists, and updates staff regarding operational procedures.
3. Backs up department drives, restores lost files, maintains logs, and purges/creates District Par score folders and logins.
4. Determines evening work flow; prioritizes and distributes incoming jobs to student and hourly workers.
5. Assists in other areas including general office, mailroom, copying center, and switchboard as needed; retrieves packages; answers staff, faculty, and student requests and queries; provides copy services for walkup and requisitioned jobs for faculty and staff; provides evening customer services and handles complaints; distributes District fax's and mail; orders supplies.
6. Assists Document Services Technicians in the production and correction of a wide variety of documents.
7. Participates in District-provided in-service training programs.
8. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
9. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required.

EXPERIENCE: Three years of directly related clerical work to include two years of full-time computer applications and data experience using word processing, desktop publishing, and graphics software is required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Modern office practices and technology.

ABILITY TO: Understand and follow oral and written directions; keyboard at a speed of not less than 40 net words per minute; establish and maintain effective relationships with others in the course work. Must have excellent customer service skills.

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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.

CONTACTS: Co-workers, faculty, other departmental personnel, and the general public.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.

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