

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Capital Asset Inventory Technician

**BASIC FUNCTION:** Under the supervision of the District Controller, receives, inspects, and labels capital equipment; maintains complete and accurate inventory records on the acquisition, status, and disposition of all District capital assets.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Assists with receiving and inspecting all capital equipment delivered to campus warehouse and departments.
2. Assigns, inscribes, and affixes identification markings on all capital equipment.
3. Updates the inventory control database for acquisitions, transfers, and dispositions of all District capital assets.
4. Assists with classifying new capital assets.
5. Maintains capital asset inventory records and files in accordance with District policies and procedures, and prepares capital asset reports.
6. Schedules and performs capital asset cyclical, physical inventories.
7. Assists with the sale and disposition of surplus property.
8. Assists with verifying and identifying stolen and recovered District capital assets.
9. Provides assistance during the year end audit process by providing capital asset supporting documentation and schedules.
10. Participates in District-provided in-service training programs.
11. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
12. Performs other duties, related to the position, as assigned.

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

**EXPERIENCE:** One year generally related experience in maintaining capital asset inventories and office practices is required.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Capital asset inventory methods, practices, and terminology used in purchasing and accounting; capital asset inventory database maintenance, methods, procedures; office practices, computer software applications, including Access, Excel, Word, and Outlook.

**ABILITY TO:** Operate business equipment, including computers, copiers, and calculators; establish and maintain effective relationships with others.

**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, other departmental staff, vendors, 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.