

Human Resources

<https://www.rscsd.edu/Departments/Human-Resources/Pages/Job-Descriptions-Classified.aspx>

Job Descriptions: Classified

<u>Job Description</u>	<u>Grade</u>	<u>Last Updated (MM-YY)</u>
<u>Accompanist</u>	10	
<u>Account Clerk</u>	4	
<u>Account Clerk, Intermediate</u>	6	
<u>Account Clerk, Senior</u>	10	
<u>Accountant</u>	13	
<u>Accountant, Senior</u>	15	
<u>Admissions Assistant</u>	3	
<u>Admissions & Records Specialist I</u>	6	
<u>Admissions & Records Specialist II</u>	8	
<u>Admissions & Records Specialist III</u>	10	
<u>Admissions & Records Specialist, Senior</u>	11	
<u>Admissions & Records Technology Specialist</u>	15	
<u>Alternate Media Specialist</u>	13	
<u>Applications Specialist I</u>	13	
<u>Applications Specialist II</u>	15	
<u>Applications Specialist III</u>	19	
<u>Applications Specialist IV</u>	22	
<u>Art Gallery Coordinator</u>	11	
<u>Assessment Assistant</u>	5	
<u>Athletic Trainer/Therapist</u>	15	

<u>Athletic Trainer/Therapist Assistant</u>	14
<u>Athletic Field Grounds Worker</u>	9
<u>Athletic/PE Equipment Assistant</u>	3
<u>Athletic Equipment Coordinator</u>	12
<u>Audit Specialist</u>	16
<u>Automotive Mechanic</u>	11
<u>Auxiliary Services Specialist</u>	10
<u>Bookstore Buyer</u>	10
<u>Bookstore Operations Specialist</u>	13
<u>Bookstore Storekeeper</u>	8
<u>Business Systems Analyst</u>	15
<u>Business Services Coordinator</u>	13
<u>Buyer</u>	14
<u>CARE Program Coordinator</u>	11
<u>Career Guidance Coordinator</u>	13
<u>Career Guidance Specialist</u>	11
<u>Career Technician</u>	10
<u>Cashier/Bookstore</u>	3
<u>Cashier, Senior</u>	6
<u>Child Development Aide</u>	C
<u>Child Development Center Cook/Nutrition Specialist</u>	6
<u>Clerk, Administrative</u>	10

<u>Clerk, General Office</u>	3
<u>Clerk, Intermediate</u>	5
<u>Clerk, Senior</u>	8
<u>Clerk, Senior/Communications Center Dispatcher</u>	8
<u>Community Services Coordinator I</u>	12
<u>Community Services Coordinator II</u>	15
<u>Community Services Field Coordinator</u>	8
<u>Community Services Program Developer</u>	9
<u>Community Services Technician</u>	8
<u>Computer Lab Technician</u>	10
<u>Computer Operations Coordinator</u>	16
<u>Computer Operations Specialist</u>	15
<u>Computer Programmer</u>	13
<u>Contract Education Coordinator</u>	13
<u>Contracts Specialist</u>	15
<u>Coordinator of Community Relations</u>	14
<u>Costume Technician</u>	4
<u>Counseling Assistant</u>	5
<u>Curriculum Specialist</u>	13
<u>Custodian</u>	4
<u>Custodian, Lead</u>	8
<u>Custodian/Utility Worker, Senior</u>	7
<u>Data Entry Clerk</u>	5

Desktop Publishing Technician 12

Development Coordinator 15

Digital Media Specialist 15

Disabled Student Center Specialist 7

Distance Education Services Specialist 15

District Accounting Analyst 17

District Safety Officer 9

District Safety Officer, Intermediate 10

District Safety Officer, Senior (Armed) 13

Disabled Student Program & Services Specialist 11

Electronic & Computer Technician I 11

Electronic & Computer Technician II 13

Electronic Technician 11

Electronics Storekeeper/Repair Technician 8

Extended Opportunities Program & Services Specialist 6

Extended Opportunities Program & Services Specialist,
Senior 10

Expeditor 8

Facilities Coordinator 11

Facility Planning Specialist 17

Facility Systems Engineer 17

Financial Aid Analyst 11

<u>Financial Aid Computer Analyst</u>	13
<u>Financial Aid Computer Technician</u>	10
<u>Financial Aid Coordinator</u>	15
<u>Financial Aid Senior Account Clerk</u>	11
<u>Financial Aid Technician</u>	8
<u>Fine Arts Theater Facilities Technician</u>	9
<u>Food Service Aide</u>	C
<u>Food Service Worker</u>	3
<u>Food Service Worker, Senior</u>	5
<u>Gardener, Lead</u>	10
<u>Gardener/Utility Worker</u>	8
<u>Graduation Specialist</u>	15
<u>Grants Assistant</u>	9
<u>Graphic Designer</u>	14
<u>Help Desk Analyst</u>	13
<u>High School & Community Outreach Specialist</u>	13
<u>Human Resources Technician</u>	13
<u>HVAC Mechanic</u>	13
<u>Information Security Specialist</u>	22
<u>Information Systems Specialist</u>	11
<u>Instructional Assistant</u>	5

<u>Instructional Assistant-DSPS</u>	6
<u>Instructional Center Specialist</u>	12
<u>Instructional Center Technician</u>	7
<u>Instructional Coordinator/Analyst</u>	13
<u>Instructional Equipment Coordinator</u>	9
<u>Instructional Media Producer</u>	15
<u>International Student Coordinator</u>	16
<u>International Student Program Specialist</u>	11
<u>Interpreter/Beginning</u>	14
<u>Interpreter/Intermediate</u>	16
<u>Interpreter/Senior</u>	20
<u>Job Developer</u>	12
<u>Job Placement Coordinator</u>	13
<u>Lead Central Plant Operator</u>	14
<u>Learning Assistant</u>	10
<u>Learning Center Specialist</u>	8
<u>Learning Facilitator</u>	8
<u>Learning Resources Specialist</u>	14
<u>Learning Specialist</u>	7
<u>Library Clerk</u>	6
<u>Library Systems Specialist</u>	13
<u>Library Technician</u>	9

<u>Library Technician II</u>	12
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<u>Lifeguard</u>	5
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<u>Mail & Delivery Clerk</u>	4
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<u>Mail/Warehouse Assistant</u>	8
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<u>Mailroom Clerk, Senior</u>	9
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<u>Maintenance Assistant</u>	5
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<u>Maintenance/Utility Worker</u>	8
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<u>Maintenance Worker, Lead</u>	14
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<u>Marketing Specialist</u>	12
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<u>Media Systems Electronic Technician</u>	13
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<u>Media Systems Electronic Technician, Lead</u>	15
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<u>Media Systems Technical Assistant</u>	8
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<u>Network Specialist I</u>	15
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<u>Network Specialist II</u>	17
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<u>Network Specialist III</u>	19
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<u>Network Specialist IV</u>	22
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<u>Offset Lithographer</u>	9
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<u>Parking Attendant</u>	
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<u>Payroll Specialist</u>	13
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<u>Payroll Specialist, Senior</u>	14
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<u>Phototypesetting Technician I</u>	8
<u>Phototypesetting Technician II</u>	11
<u>Placement Specialist</u>	12
<u>Printing/Reprographics/Bindery Technician</u>	8
<u>Program Specialist</u>	8
<u>Property Facilitator</u>	10
<u>Publications Assistant</u>	5
<u>Publications Assistant Lead</u>	6
<u>Publications Specialist</u>	14
<u>Purchasing Assistant</u>	11
<u>Purchasing Clerk</u>	5
<u>Purchasing Clerk, Senior</u>	8
<u>Reprographics Technician</u>	9
<u>Research Analyst</u>	17
<u>Research Assistant</u>	12
<u>Research Coordinator</u>	18
<u>Research Specialist</u>	13
<u>Resource Development Coordinator</u>	16
<u>Resource Development Coordinator, Senior</u>	18
<u>Risk Management Specialist</u>	12
<u>Scholarship Coordinator</u>	14
<u>Science Laboratory Coordinator</u>	13
<u>Science Storekeeper/Lab Technician</u>	7
<u>Secretary, Administrative</u>	12
<u>Secretary, Executive</u>	14
<u>Senior Accounting Analyst</u>	19
<u>Skilled Maintenance Worker</u>	11
<u>Small Business Specialist</u>	19
<u>Special Projects Specialist</u>	11
<u>Sports Information Coordinator</u>	13
<u>Student Activities Assistant</u>	6
<u>Student Activities Coordinator</u>	13
<u>Student Activities Specialist</u>	8
<u>Student Program Specialist</u>	10

<u>Student Services Coordinator</u>	15
<u>Student Services Specialist</u>	10
<u>Student Support Services Program Specialist</u>	13
<u>Support Services Assistant</u>	11
<u>Success Center Specialist</u>	10
<u>Technical Specialist I</u>	13
<u>Technical Specialist II</u>	15
<u>Technical Specialist III</u>	17
<u>Technical Specialist IV</u>	20
<u>Technology and Production Coordinator</u>	15
<u>Technology Storekeeper</u>	7
<u>Test Proctor</u>	3
<u>Theatre Facilities Technician</u>	7
<u>Transfer Center Specialist</u>	11
<u>Veterans Affairs Coordinator</u>	12
<u>Video Technician</u>	8
<u>Warehouse Storekeeper</u>	8