

State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Office Assistant (T) - OA(T)

POSITION NUMBER:

873-1379-XXX

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

CCLD - Child Care Program

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Child Care/CCL 873

SUPERVISOR'S NAME:

Linda Hoffman

SUPERVISOR'S CLASS:

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SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ None
- ☒ Other (Explain below)

Fingerprint clearance by DOJ and FBI. Ability to lift and carry 10 lbs.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.**MISSION OF ORGANIZATIONAL UNIT:**

It is the mission of the Community Care Licensing Division to promote the health, safety, and quality of life of each person in community care through the administration of an effective, collaborative regulatory enforcement system.

CONCEPT OF POSITION:

The Office Assistant (Typing) (OA(T) performs general clerical typist functions under the supervision of an OSS, Regional Manager or Local Unit Manager.

A. RESPONSIBILITIES OF POSITION:

35% Clerical Support: Provides efficient and timely clerical support and license processing services. Carries out all clerical actions in accordance with established procedures such as but not limited to scheduling meetings, reserving conference rooms, managing calendars, and processing appeals. Operates various types of office equipment. Identifies to the supervisor any breakdown in established procedures, situations not met by procedures, and problems in clerical operations.

25% Document Productions: Typing, formatting, proofreading, and correcting grammar/spelling/punctuation for general correspondences. Completing charts using the Field Automated System and Licensing Information System, other reports and types of materials according to needs of professional staff.

15% Filing: Maintains facility and district files according to established procedures. Develops and maintains filing system for sensitive and confidential information.

15% Serves as Receptionist: Answers telephone and routine inquiries or refers caller to appropriate person. Forwards written inquiries to appropriate staff. Supplies general information about licensing requirements upon request from potential applicants for license.

10% Mail: Processes incoming and outgoing mail: open, sort, date stamp, and distribute mail. Other special projects as required by management such as but not limited to assembling training materials.

B. SUPERVISION RECEIVED:

The OA(T) receives supervision from an Office Services Supervisor or a lead Office Technician.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The OA(T) will deal with various district staff along with public inquiries and other agencies

E. ACTIONS AND CONSEQUENCES:

Failure to exercise judgment on sensitive information could result in a negative public image.

F. OTHER INFORMATION:

The OA(T) must be able to work in a team setting, have good interpersonal communications skills, and work under pressure.