**DUTY STATEMENT**

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>PROPOSED</th>
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</thead>
</table>

- **RPA Number:** 23-451-033
- **Classification Title:** Seasonal Clerk
- **Position Number:** 880-451-1120-903

- **Incumbent Name:** Vacant
- **Working Title:** Seasonal Clerk
- **Effective Date:** February 2024

- **Tenure:** Temporary
- **Time Base:** Intermittent
- **CBID:** R04

- **Division/Office:** Division of Drinking Water, Redding Office
- **Section/Unit:** Northern California Section – Section I–Lassen District

- **Supervisor’s Name:** Steve Watson
- **Supervisor’s Classification:** Senior Water Resource Control Engineer

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**Human Resources Use Only:**

- **HR Analyst Approval:**
  - **Date:**

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**General Statement**

Under the supervision of a Senior Water Resource Control Engineer and consistent with good customer service practices and the goals of the State and Regional Board’s Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.

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**Position Description**

The Seasonal Clerk is responsible for providing timely and professional assistance to the public and staff within the Board, by phone, e-mail, mail, and in person. The Seasonal Clerk is required to communicate effectively and perform routine clerical work. Daily utilization of office equipment and Microsoft 365 apps and services is required.

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**Essential Functions (Including percentage of time):**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Function Description</th>
</tr>
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<tbody>
<tr>
<td>20%</td>
<td>Responsible for receiving and screening incoming calls, referring them to the appropriate staff person and taking messages. Greets the public politely and professionally, directing them to the appropriate meeting or staff person, or addressing their inquiry.</td>
</tr>
<tr>
<td>Percentage</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
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<tr>
<td>20%</td>
<td>Filing of letters, reports, and other printed material to and from public water systems. Scan correspondence into electronic format for upload to the Division’s Electronic Content Management system. Organize and maintain hard copy case files for public water systems.</td>
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<tr>
<td>20%</td>
<td>Receive, track, organize, and file monthly water quality reports from public water systems. Perform data entry using Excel and Access in order to prepare water quality summaries for staff.</td>
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<tr>
<td>15%</td>
<td>Maintain organization and inventory of the Office Supply Room and Laboratory.</td>
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</table>

**Marginal Functions (Including percentage of time):**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>10%</td>
<td>Open/distribute mail.</td>
</tr>
<tr>
<td>5%</td>
<td>Provides assistance to technical staff in a variety of areas, including but not limited to, photocopying, scanning documents and searching archive files and retrieving them from State Board Records Center.</td>
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<tr>
<td>5%</td>
<td>Acts as key operator for copiers, and postal equipment. Loads copiers with paper and ink, and runs reports for postage.</td>
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<tr>
<td>5%</td>
<td>Perform other duties as required.</td>
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**Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

**Typical Working Conditions:**

The incumbent works in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is flexible, and Monday through Friday.
### Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

<table>
<thead>
<tr>
<th>Supervisor Name</th>
<th>Supervisor Signature</th>
<th>Date</th>
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### Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Do you need a reasonable accommodation to perform the essential functions of this position?

- [ ] **YES**
- [ ] **NO**

<table>
<thead>
<tr>
<th>Employee Name</th>
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