

**STATE OF CALIFORNIA
CA CIVIL RIGHTS DEPARTMENT (CRD)
DUTY STATEMENT**

Employee Name	Classification Name	Position Number
Vacant	Seasonal Clerk	326-305-1120-959
Division/Unit	Date	Prior Pos #(if applicable)
Administration/Fiscal Services		

SUMMARY OF RESPONSIBILITIES

Under the supervision of the Accounting Administrator I (Supervisor), the incumbent is responsible for performing various clerical functions for the Accounting Office. The Seasonal clerk provides quality office support and duties to the accounting unit.

Description of Essential Functions:

- 30% Maintain and organize the accounting file room for the move to RBOC in July 2024; file documents, including invoice payment vouchers, travel expenses claim (TEC) vouchers, financial reports, etc.
- 20% Coordinates, tracks, and maintains tracking logs such as invoices, Travel Expense Claim (TEC), and settlement checks in SharePoint.
- 20% Monitors, sorts, opens, and disseminates incoming accounting mail, uses date stamps, stuffs envelopes, and routes/delivers mail to the appropriate accounting staff members.
- 20% Keys in vouchers into the Financial Information System for California (FI\$Cal).

Marginal Functions:

- 5% Picks up the warrants from the State Controller's Office (SCO) and drops off overnight mail at FedEx and UPS facilities.
- 5% Other duties as assigned.

SPECIAL PERSONAL CHARACTERISTICS:

Aptitude and willingness to perform simple clerical work; follow a prescribed routine; personal neatness and the ability to follow directions.

ADDITIONAL SPECIAL CHARACTERISTICS:

Appointment to some positions may require an ability to type.

Desirable Qualifications:

- Good verbal and written communication skills.
- Must be able to adapt to changing priorities.
- Ability to take written and oral instruction.
- Committed to providing exceptional customer service to all persons including giving accurate and detailed department processing steps, excellent knowledge of clerical procedures including scanning, photocopying, and processing mail.
- Able to handle difficult situations tactfully.
- Ability to operate a computer and knowledge of computer programs such as Word, Excel, Outlook, and Internet applications is desirable.

Work Environment, Physical, or Mental Abilities:

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation.

- Requires daily use of related software applications at a workstation for 6.5 to 7 hours per day.
- Requires working in an open cubicle in close proximity to co-workers.
- Requires ability to complete tasks that require reaching, bending, grasping, and making repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks.
- Requires ability to complete tasks that require reaching, bending, grasping, and making repetitive hand movements in the performance of daily duties.
- Requires prolonged sitting at a workstation for 6.5 to 7 hours per day.
- Requires dependability and excellent attendance records.

Supervision Received:

The Seasonal Clerk receives direct supervision from the Accounting Administrator I, the Accounting Administrator II and may take direction from the Deputy Director of Administration.

Supervision Exercised:

None.

Actions and Consequences:

Failure to use good judgment in handling sensitive and confidential information could result in sensitive information being released to unauthorized persons and/or incorrect information used to make decisions.

Certification of Employee:

I have read and understand the duties as described above and I meet the job requirements as described above and am capable of performing the essential functions with or without a reasonable accommodation.

Employee's Signature

Date

Supervisor's Signature

Date