



Classification: Seasonal Clerk
 Position Number: 880-550-1120-903

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-550-212	Classification Title: Seasonal Clerk	Position Number: 880-550-1120-903
Incumbent Name: Vacant	Working Title: Seasonal Clerk	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: R04
Division/Office: Division of Financial Assistance		Section/Unit: Cleanup Fund Branch – Reimbursements Unit
Supervisor’s Name: Fatemah Martinez		Supervisor’s Classification: Staff Services Manager I (Supervisory)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the supervision of a Staff Services Manager I (Supervisory) 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.
Position Description
The Seasonal Clerk performs a variety of general clerical support tasks in a fast-paced, productive, and cooperative environment.
Essential Functions:



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45%	Perform daily file room activities using MS Outlook, program's internal databases, and staff interaction. Gather, sort, and collate documents in preparation for filing. File various documents in existing files and filing cabinets. Create and label files, tags, and folders. Respond to file requests received from staff. Retrieve and distribute files to the appropriate location (i.e., specific staff person, File Room, etc.). Search for missing files throughout the File Room, filing cabinets, and staff cubicles. Assist with File Room and file cabinet inventory and maintenance to ensure files are organized and accessible for review.
25%	Sort, print, and distribute documents that have been received via email and route to appropriate staff person or file in operator file or filing cabinets. Receive, open, and date stamp incoming mail before routing to the appropriate units or staff person. Distribute or scan and route documents to the appropriate unit or staff person.
10%	Assist with clerical activities for various units within the Division including, but not limited to, typing emails and letters, taking meeting notes, preparing reports, memorandums, or Board items, etc. Aid in proofreading correspondence and documents for spelling, grammar, and format. Verify appropriate signatures. Assist with scheduling/ reserving meeting rooms and set up necessary equipment for remote meeting access.
10%	Provide data entry support for adding and updating information into various database systems utilized by the units. Assist staff with identifying missing or inadequate information in databases or files to be corrected.

Marginal Functions:

5%	Assist with answering phones for the Division, provide back up to the Division reception desk, greeting and directing visitors.
5%	Perform other duties assigned not described above, but within the range of knowledge and abilities expected of a Seasonal Clerk.

Typical Physical Conditions/Demands:

The job requires extensive use of a computer and the ability to sit/stand at a desk for long periods of time, 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 a high-rise officed building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs.



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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.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date