



Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER
Admin	Seasonal Clerk	326-305-1120-959
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
Accounting		R04
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
	Sacramento	

POSITION DESCRIPTION

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.

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
30%	Maintains and organizes the accounting file room for the move to RBOC in July 2024; files documents, including invoice payment vouchers, travel expenses claim (TEC) vouchers, and additional financial reports.
20%	Coordinates, tracks, and maintains tracking logs for 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:

%	TASK/DUTIES
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.

TYPICAL WORKING CONDITIONS

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 performing 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 performing daily duties.
- Requires prolonged sitting at a workstation for 6.5 to 7 hours per day.
- Requires dependability and excellent attendance records.



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DESIRABLE SKILLS AND QUALITIES:
<ul style="list-style-type: none"> 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 and 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.
TELEWORK DESIGNATION:
This position is designated as in office.
ADDITIONAL POSITION INFORMATION:
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.
SUPERVISION RECEIVED:
The Seasonal Clerk receives direct supervision from the Accounting Administrator I and Accounting Administrator II and may take direction from the Deputy Director of Administration.
ACTIONS AND CONSEQUENCES:
Failure to use good judgment in handling sensitive and confidential information could result in violation of individual privacy rights, prejudice to CRD cases, and discredit to the Department.
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

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 WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE