

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Seasonal Clerk

POSITION NUMBER:

881-1120-910

Proposed

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

CCLD-Children's Residential Program

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

Riverside South Children's Residential Regional Office

SUPERVISOR'S NAME:

Antoinette Fowler

SUPERVISOR'S CLASS:

Office Services Supervisor II (OSS II)

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)

Subject to fingerprinting and criminal record clearance by Department of Justice and Federal Bureau of Investigation. Ability to lift and carry 10 pounds.

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 Children's Residential Program to protect and improve the lives of all youth who reside in a community care facility through the administration of a transparent licensing system that is collaborative, fair, and supportive of families.

CONCEPT OF POSITION:

Under the supervision of a Regional Manager, Office Services Supervisor II or designee, the Seasonal Clerk performs a variety of routine clerical functions in a regional office of the Children's Residential Program.

A. RESPONSIBILITIES OF POSITION:

20%

Assists in providing clerical support and license processing services such as establishing files for applications received and making orientation packets. These duties are carried out in accordance with established procedures.

20%

Assists with typing general correspondence, reports and other types of materials such as sending out letters and self-assessment packages for scheduled annual and pre-licensing visits based on the needs of the office.

15%

Answers telephone and answers routine inquiries or refers caller to appropriate person. Acts as receptionist and relieves primary phone operators.

15%

Operates various types of office equipment such as computer, photocopier, fax machine, mail machine, multi-line phone, etc.

15%

Photocopies documents, files materials, archives files and creates historical files according to established procedures.

10%

Processes incoming and outgoing mail; processes facsimile documents received.

5%

Other duties as required.

B. SUPERVISION RECEIVED:

The Seasonal Clerk is supervised by a Regional Manager, Office Services Supervisor II or designee.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Seasonal Clerk has contact with staff from CCLD, CDSS and various other state agencies and the general public.

E. ACTIONS AND CONSEQUENCES:

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

F. OTHER INFORMATION:

The Seasonal Clerk must be able to work in a team setting, have good interpersonal communication skills, meet deadlines, work under pressure and maintain professionalism in the office environment.