

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Seasonal Clerk

POSITION NUMBER:

807-1120-910

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

CCLD/PTCB

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

TCB/Administrator Certification Section

SUPERVISOR'S NAME:

Tricia Nishio

SUPERVISOR'S CLASS:

Staff Services Manager I

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*)

Must pass criminal background check.

Must be able to lift at least 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 SIGNED

EMPLOYEE'S SIGNATURE

DATE SIGNED

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.

N/A

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification this position leads.

N/A

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Administrator Certification Section (ACS) is to process administrator certification applications and renewals to ensure that administrators of licensed Residential Care Facilities for the Elderly (RCFE), Adult Residential Facilities (ARF), and Group Homes (GH) meet all state regulations and complete approved training programs that provide them with the skills and knowledge needed for them to effectively perform their administrative duties. ACS approves and monitors all training programs and issues certifications to administrators who have met the training and testing requirements.

CONCEPT OF POSITION:

Under the supervision of the ACS, Staff Services Manager I (SSM I), the Seasonal Clerk assists and supports the functions of the ACS in the completion of administrative assignments.

A. RESPONSIBILITIES OF POSITION:

- 35% Open and distribute mail to appropriate ACS staff.
- 35% Receives and responds to a high volume of telephone calls to the ACS from the public and program offices regarding status of applications, address changes, criminal background check issues, test results, and general questions related to the ACS Functions.
- 20% File applications and other documents as necessary.
- 10% Provide administrative support in areas such as but not limited to, managing the test registration, data input, maintaining supplies, etc.

B. SUPERVISION RECEIVED:

The Seasonal Clerk receives direction from and reports to the SSM I in the ACS.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The Seasonal Clerk has daily contacts with administrators and prospective administrators of RCFE, ARF, and GH, as well as Regional Office Staff, when they call the section for general information pertaining to the ACS. Calls must be handled tactfully to ensure that good working relations and public relations are maintained.

E. ACTIONS AND CONSEQUENCES:

Failure to satisfactorily perform duties and services of this position may result in delays in the issuance of administrator certificates.

F. OTHER INFORMATION:

The Seasonal Clerk must have good working habits and a positive attitude. Must be able to lift at least 10 pounds.