State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME: Vacant	
CLASSIFICATION: Seasonal Clerk	POSITION NUMBER: 813-1120-910
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)* CCLD/Central Operations Branch	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)* Division Administrative Support Bureua
SUPERVISOR'S NAME: Suzann Paolini	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)*

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 Community Care Licensing Division to protect the health, safety and quality of life of each person in community care through the administration of an effective collaborative regulatory enforcement system.

CONCEPT OF POSITION:

Under the supervision of a Staff Services Manager I (SSM I), in the Division Administrative Support Bureau (DASB), the Seasonal Clerk performs general clerical and support staff functions in support of DASB.

A. RESPONSIBILITIES OF POSITION:

35% Creates hard copy files related to Civil Penalty invoices, Franchise Tax Board intercept, and State Controller's Office write-off activities; files records in alphabetical or numerical order; retrieves files as necessary; ensures no material in the file(s) is lost.

35% Prepares Civil Penalty invoices for certified mailing, utilizes a personal computer (PC) to create the Certified Mail documentation/ labels and delivers the sealed envelopes to the CDSS mail room for processing

20% Photocopies material for the hard files; utilizes the photocopier/scanner to create electronic files for placement on the network server;

10% Completes other clerical duties for the Bureau as required.

B. SUPERVISION RECEIVED:

The Seasonal Clerk is directly supervised by the SSM I. Many of the support activities are defined in procedures but the Seasonal Clerk must use personal judgment in completing tasks.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The Seasonal Clerk will deal with various Bureau and Division staff along with public inquiries and other agencies.

E. ACTIONS AND CONSEQUENCES:

Failure to exercise judgment on sensitive information could reduce the protection of clients served by the Community Care Licensing Division and create potential liability to the Department.

F. OTHER INFORMATION:

The Seasonal Clerk must be able to work in a team setting, have good interpersonal communications skills, and work under pressure.

July 2016