DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF HUMAN RESOURCES
TESTING AND SELECTION UNIT
DUTY STATEMENT

NAME: Vacant

JOB TITLE: Student Assistant

POSITION NUMBER: 420-057-4870-901

STATEMENT OF DUTIES: Under close supervision of the Staff Services Manager (SSM) I, Testing and Selection Unit (TSU) and the technical direction of one or more Staff Services Analysts and Personnel Technicians, the Student Assistant will serve in a learner capacity to gain practical experience and acquire knowledge and understanding of the functions, principles, practices, and methods used in the Certification (Cert) Unit. The Student Assistant will assist with the performance of a wide variety of administrative and technical activities related to the Cert Unit, as it continues to serve the hiring needs of the Department.

SUPERVISION RECEIVED: Reports directly to the Exams and Certification Manager (SSM I).

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Sedentary: personal computer is utilized on a daily basis to perform and/or complete tasks such as writing reports, creating spreadsheets and charts, updating database information, initiating or responding to e-mails, etc.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, California. Occasional statewide travel may be necessary.

ESSENTIAL FUNCTIONS

50% Assist the Certification team with tasks associated the Examination and Certification Online System (ECOS). These tasks include but are not limited to: verifying applicant eligibility, clearing applicants from certification lists, updating applicant information with Employee Action Request forms, creating summary of rank information, and coding certification lists. Draft emails responding to personnel liaison certification requests. Process incoming mail to ensure Certification lists can be accurately coded. Enter certification information into database for review by management and update decision log to track changes in process.

25% Assist the Certification Unit staff by updating the Certification desk manual, including entering new information as it becomes available, editing existing information, and ensuring the manual information remains organized. Assist with creating PowerPoint presentations to train others on certification processes.

20% Assist the Certification Unit with maintaining filing system, including processing closed, cancelled, and expired files. Archive files according to the Department of Justice Administrative Manual's (DOJAM) retention schedule.

5% Other related duties as assigned. Duties may include, but not be limited to, proctoring hiring interviews, answering general hiring questions from Personnel Liaisons and candidates, and assist other units within the Office of Human Resources, as needed.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)

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Employee's Signature Date Supervisor's Signature Date