

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Seasonal Clerk (SC)

POSITION NUMBER:

875-1120-910

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

Community Care Licensing Division / Child Care Program

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

Oakland Child Care Regional Office

SUPERVISOR'S NAME:

Diane Perez

SUPERVISOR'S CLASS:

Licensing Program Manager II (LPM 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)*

Fingerprint clearance by DOJ and FBI. Ability to lift and carry 10 lbs.

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

Will aid in fostering a culture of diversity and inclusion within our Program that actively invites the contribution and participation of all people while representing the varied identities and differences (race, ethnicity, gender, disability, sexual orientation, gender identity, national origin, tribe, caste, socio-economic status, thinking, and communication styles) in California and support on-going partnerships with those communities most affected by inequities to advance equitable policy and systems changes.

CONCEPT OF POSITION:

The Seasonal Clerk performs a wide variety of duties to support the administrative functions within the Regional Office. The Seasonal Clerk performs general offices duties under the supervision of a Office Services Supervisor, Regional Manager or Local Unit Manager.

A. RESPONSIBILITIES OF POSITION:

- 45% Clerical Support/Filing: Maintains facility and district files according to established procedures. Organizes and maintains filing system for sensitive and confidential information. Processes incoming facility applications: checks for completeness and obtains missing documents and information from licensees. Makes photocopies for files and departments' use. Operates various types of office equipment.
- 25% Document Productions: Typing, formatting, proofreading, and correcting grammar/spelling/punctuation for general correspondences.
- 20% Serves as Receptionist: Answers telephone and routine inquiries or refers caller to appropriate person. Forwards written inquiries to appropriate staff. Supplies general information upon request from potential applicants for license.
- 5% Mail: Processes incoming and outgoing mail. Open, sort, date stamp, and distribute incoming mail. Process outgoing mail by stuffing envelopes, addressing envelopes, etc.
- 5% Other special projects as appropriate for the Seasonal Clerk classification.

B. SUPERVISION RECEIVED:

The Seasonal Clerk receives supervision from the Office Services Supervisor, Local Unit Manager, or Regional Manager.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

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

E. ACTIONS AND CONSEQUENCES:

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

F. OTHER INFORMATION:

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