

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Preparation and Construction Manual for Instructions

RPA-

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Citizens Redistricting Commission	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Sacramento, CA	3. CLASS TITLE Account Clerk
4. WORKING HOURS/SCHEDULE TO BE WORKED 8 a.m. to 5 .p.m. / variable schedule	5. SPECIFIC LOCATION ASSIGNED TO 721 Capitol Mall, Suite 260, Sacramento, CA 95814
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 786 – 200 – 8877 - 001

YOU ARE A VALUED MEMBER OF THE COMMISSION'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE COMMISSION TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Deputy of Administration and oversight of the Budget Officer, the incumbent performs duties related to the processing and maintenance of the Commission's accounting records and systems which require originality, initiative, judgment and a broad knowledge and understanding of fiscal and accounting record keeping procedures.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
65%	<p>ESSENTIAL FUNCTIONS</p> <p>In order to assist Budget Officer with processing invoices for payment and tracking expenditures:</p> <ul style="list-style-type: none"> ▪ Audits all invoices including the most complex, authorizations, and posts invoices into Fi\$Cal for delivery of consumer services, in accordance with the Commission's accounting procedures. ▪ Ensures invoices and authorizations match and are correct at all levels including amount to be paid, date(s) of service, participant name, vendor information, and service and procedure codes(s) with type of service(s) being provided, etc. ▪ Follows written procedures which maintain the separation of duties, such as separating the issuing and amending of authorizations from posting invoices for payment. ▪ Resolves invoicing problems. Compares original authorizations to invoices and determines the best course of action to resolve discrepancies. ▪ Coordinates with DGS Fiscal Services, when necessary, to resolve system-related processing of problem invoices. ▪ Resolves highly sensitive vendor invoice disputes by phone. As needed, sends Dispute Notification, Std. 209 and discrepancy notifications to vendors. ▪ Sends processed and posted invoices to DGS Fiscal Services for payment. ▪ Prepares for the issuance of revolving fund checks for a variety of service types.

11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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<p>25%</p> <p>5%</p> <p>5%</p>	<p>ESSENTIAL FUNCTIONS (continued)</p> <p>In order to assist Budget Officer with developing financial reports as required/requested by the Commission and DOF</p> <ul style="list-style-type: none"> ▪ Researches original input documents to trace, identify, and correct errors. ▪ Gathers, tabulates, and analyzes data for budget preparation purposes. ▪ Develops spreadsheets to assist Budget Officer with tracking costs and expenditures. ▪ Creates budget-related and payroll charts and tables. <p>In order to provide support to commission and staff regarding per diem and travel reimbursement:</p> <ul style="list-style-type: none"> ▪ Reviews commissioner and staff travel reimbursement claims before submission for payment. ▪ Advises staff and commissioners on procedures for accurate completion of per diem and travel expense claims. <p>Maintains all files and records of Commission's business, accounting, and budgetary functions, including invoices, contracts.</p> <p>ADMINISTRATIVE AND SUPERVISORY RESPONSIBILITIES</p> <p>None</p> <p>MARGINAL FUNCTIONS</p> <p>Provides back-up assistance to Commission management and staff as needed, including document preparation and copying; inventory; pick-up and delivery of contracts, payroll, commissioner checks and mail; and receiving and forwarding messages and requests from the public.</p> <p>KNOWLEDGE, SKILLS AND ABILITIES</p> <p>Knowledge of: Principles and practices of financial record keeping; basic principles of accounting; principles of office management, including office methods and procedures; and working knowledge of Fi\$Cal for accounting.</p> <p>Ability to: Express ideas and give instructions effectively; operate common office appliances used in financial record-keeping work and make arithmetical computations rapidly and accurately; apply rules and regulations to specific cases; analyze data and draw logical conclusions; use computer office software including spreadsheets, word processing, email, and internet.</p> <p>➤ DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> ▪ Experience working in a professional office environment performing clerical and/or office support tasks involving filing and mathematic computations. ▪ Ability to establish and maintain cooperative relations with those contacted in the work; ▪ Ability to speak and write effectively ▪ Ability to provide excellent customer service to both internal and external customers; ensures the timely completion of assignments; interact with coworkers and internal and external consumers in a professional manner and with integrity and respect.

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	<p>ADDITIONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> ▪ Completion of at least nine semester hours of a professional accounting curriculum. <p>INTERPERSONAL SKILLS.</p> <ul style="list-style-type: none"> ▪ Display good interaction skills. ▪ Interact successfully in a team environment. ▪ Communicate successfully in a diverse community. ▪ Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele or adversarial conditions. ▪ Interact with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p><u>Work Environment</u></p> <ul style="list-style-type: none"> ▪ May have to sit for long periods. ▪ Work hours may be various, such as weekends, evenings and holidays. ▪ While performing the duties of this job, the employee is regularly required to sit. <p><u>Physical Ability</u></p> <ul style="list-style-type: none"> ▪ The job duties require an employee to sit for long periods. ▪ Talking, seeing, and hearing are essential to performing the job requirements. ▪ Common eye, hand and finger dexterity is required for most essential functions. ▪ Requires near vision when inspecting work and operating assigned equipment. <p><u>Mental Ability</u></p> <ul style="list-style-type: none"> ▪ Understand and follow safety procedures. ▪ Understand verbal instructions ▪ Understand written and verbal communication. ▪ Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. ▪ Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. ▪ Deal with problems involving several concrete variables in standardized situations. <p><u>Reading:</u> Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.</p> <p><u>Writing:</u> Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.</p> <p><u>Mathematics:</u> Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.</p>

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	<p><u>Organizing and planning:</u> Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with established timelines; modify plans or adjust priorities given changing goals.</p> <p><u>Using social skills:</u> Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><u>Adaptability:</u> Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals, responsibility, and recognition.</p> <p><u>Working in teams:</u> Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources,</p> <p><u>Self and career development:</u> Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; monitor one's own learning and development.</p> <p><u>Listening:</u> Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><u>Speaking:</u> Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</p> <p><u>Using information and communications technology:</u> Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p><u>Gathering and analyzing information:</u> Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.</p> <p><u>Analyzing and solving problems:</u> Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.</p>