

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS**

JOB TITLE: Seasonal Clerk

STATEMENT OF DUTIES: The Seasonal Clerk (SC) will perform a variety of routine and less complex duties in accordance with established procedures associated with the various units within the Bureau of Firearms. The SC enters, modifies, updates, and verifies data from various Firearms reports and applications; identifies errors, inconsistencies, and omissions on applications/reports, and, with supervision, takes action to resolve; scans report forms for completeness; assists with clearing dispositions (phone calls, faxing, letters, etc.); assists with conducting background checks; prepares files and labels; files completed documents/applications for the units; completes draft form letters; opens and distributes mail; assists in unit mail outs and answers telephones.

SUPERVISION RECEIVED: May be directly supervised by a Crime Analyst Supervisor, Department of Justice Administrator I, Staff Services Manager I, or the Assistant Director.

SUPERVISION EXERCISED: None.

ESSENTIAL FUNCTIONS:

- 35% Review incoming applications/reports for completeness, legibility and accuracy as required by the California Penal and Welfare and Institution Codes; identify errors, inconsistencies, and omissions and, with supervision, takes action to resolve less complex problems.
- 30% Inquire, enter, modify, update, and verify data from aforementioned applications/reports into appropriate database.
- 15% Sort and log incoming mail and distribute to the appropriate individual.
- 10% Sort and file all reports after verification.
- 5% Complete draft form letters.
- 5% Assist in unit mail outs.

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

Employee Signature

Date

Supervisor Signature

Date