

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES (CJIS) DIVISION
RECORDS & BIOMETRIC IDENTIFICATION BRANCH
IMAGING & LIVE SCAN PROGRAM
IMAGING AND RECORD SERVICES SECTION (IRSS)

JOB TITLE: Seasonal Clerk

INCUMBENT:

POSITION NUMBER: 420-761-1120-901-

STATEMENT OF DUTIES: The Seasonal Clerk in the Imaging and Record Services Section (IRSS) is responsible for pulling and refile folders, filing documents into folders, data entry using record management systems, analyzing documents for completeness and sorting by type, and back shifting folders. The Seasonal Clerk prepares and reviews documents for imaging and input into the Automated Archives System (AAS) and maintains Bureau files and other routine duties as required.

SUPERVISION RECEIVED: Reports directly to a Supervising Program Technician II/III

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: The physical ability to spend the majority of a regular shift (8 or 9 hours) sitting, standing, bending, stooping, stretching, and climbing step stools or safety ladders while filing, re-filing and pulling folders in eight (8) foot high mobile shelving units. Must be able to lift and move boxes weighing up to 20 pounds, carry an armload of folders not to exceed 10 inches in height, and push loaded folder carts weighing up to 225 lbs. to transport folders to various delivery and pickup points.

TYPICAL WORKING CONDITIONS: Enclosed office building, air conditioned, windowed room containing ergonomic work stations, tables and rows of upright shelving in a smoke-free environment, which contains some paper dust.

This is a part-time, seasonal, temporary position. Incumbents will work a regular six (6) hour schedule daily, Monday through Friday. Incumbents may not work more than 1,500 hours per year.

ESSENTIAL FUNCTIONS:

- 35% Sort, review and prepare documents for imaging and input into the AAS.
- 20% Pull and refile folders into upright eight (8) foot high mobile shelving units, create and label out cards, sort and pitch documents and/or folders into terminal digit order.
- 20% Perform computer-based searches and input required information (indexing) from imaged

