

## DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) SF Bay RWQCB	UNIT Management Services	POSITION # 880-120-1120-903	DATE 11/22/2022
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Seasonal Clerk		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Anna Torres			
CURRENT CLASSIFICATION OF SUPERVISOR Staff Services Manager I		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
N/A		N/A	
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
	Under the supervision of a Staff Services Manager I and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include:		
30%	Receive technical documents from the Public Records Act (PRA) Coordinator. Remove staples and paper clips. Scan and index these documents into Paperless Office (ECM) and other databases as directed. Assist PRA Coordinator in locating missing documents. Serve as backup for file review requests by locating, copying, and/or scanning and uploading documents when requested.		
25%	Expediently and accurately assist in large mass mailings, such as Board Meeting agenda and items, as directed. Print documents and labels using printers and copiers. Transport cases of copy paper, which may include lifting boxes up to 25 lbs., and refill printers and copiers. Address, stuff, and stamp envelopes using postage machine. Transport completed mail to building's mail room. Update mailing lists as directed.		
25%	Consistent with supervisor's priorities, manage assigned tasks and projects by tracking deadlines provided by supervisor and communicating when tasks and projects are completed and when issues arise to prevent deadlines from being met. In a helpful and courteous manner, communicate orally and in email to staff on status of their documents. Work collaboratively with staff when assigned to a group task or project. This includes communicating and collaborating with people from different racial, ethnic, and cultural groups.		
10%	Assist staff in receiving, unpacking, and shelving office supplies as directed, which may include lifting boxes up to 40 lbs.		

5%	Greet the public at front reception counter politely and professionally. Direct public to the appropriate meeting or staff, or address their inquiry.
5%	Perform other duties as required.  Employee Signature: _____ Date Signed: _____