

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Financial Assistance	UNIT 550	POSITION # 880-550-1120-903	DATE January 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Seasonal Clerk		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Fatemah Martinez			
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
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:		
45%	Perform daily File Room activities using MS Outlook, program's internal databases, and staff interactions. Assign bar-codes to the program's project files. Respond to file requests received from staff. Checkout and distribute files to the appropriate location (i.e., specific staff person, File Room, etc.). Search for missing files throughout the File Room and staff cubicles. File various program documents in the program files. Create and label program files with the appropriate tags.		
25%	Sort and distribute incoming documents that have been received through the incoming mail and program's internal database to the appropriate staff person. Receive, open, and date stamp incoming mail before routing to the appropriate units or staff person. Send out documents, forms and letters as directed. Operate scanning, duplicating, and other office equipment.		
25%	Provide data entry support for adding and updating information into the program's internal database systems. Work with staff to identify missing or incorrect information to resolve data entry issues. Assist the Cleanup Fund Branch's Office Technicians with tasks as necessary.		
5%	Perform other duties as required.		
Employee Signature: _____ Date Signed: _____			