

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Financial Assistance	UNIT 550	POSITION # 880-550-1139-011	DATE May 19, 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION OFFICE TECHNICIAN (TYPING)		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:		
40%	Provide clerical support to the Cleanup Fund Branch's programs and staff; independently prepare and finalize general letters, reports, memorandums, Board items, and other business as needed. Review outgoing correspondence to ensure accuracy and clarity, and the proper usage of formatting, grammar, and spelling. Receive and distribute all incoming correspondence for the Branch by reviewing the document to determine the subject matter for routing to appropriate staff person. Update, order and maintain the Branch's forms and publications. Set up and maintain subject and correspondence files. Create and maintain various tracking spreadsheets. Responsible for the data entry of new program applications, appeals, and other various data changes to the SCUFIS and GeoTracker data systems.		
30%	Assists with the Cleanup Fund Branch's Public Records Act requests by reviewing requests received under the Freedom of Information Act and/or Public Records Act. Respond to inquiries and requests in a timely manner, providing complete and accurate information in writing and advising the parties of the Program's policies and procedures to access the records. Determine records that are considered confidential and not accessible unless specifically subpoenaed by a court of law. Coordinate the subpoenaed requests with appropriate legal counsel and comply with any restraints imposed by the subpoenas. The incumbent will need to be able to lift archive boxes up to 35 lbs.		

15%	Provide clerical support to Assistant Deputy Director, including but not limited to: track Branch assignments; update calendars; monitor assignment deadlines to ensure they are met by staff and management; schedule meetings and make travel arrangements; and prepare, proofread, format, type and finalize general and legal documents and appeal response letters, reports, memorandums, Board items, and other documents as needed. Review outgoing correspondence to ensure accuracy and clarity, and the proper usage of formatting, grammar, and spelling. Identify, recommend and implement procedural changes that will enhance work productivity.
10%	Act as the liaison for ordering all office supplies and maintaining copier machine maintenance, supply request and stock office supplies. Keep an inventory log of all supply orders and request from staff.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	