

**STATE OF CALIFORNIA
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
DUTY STATEMENT**

Employee Name	Classification Name	Position number
	Seasonal Clerk	326-314-1120-959
Division/Unit	Date	Prior Position # (If applicable)
Elk Grove/HR		

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the Staff Services Manager I, the incumbent is responsible for performing a variety of clerical functions for the Human Resources (HRO) Office. The Seasonal clerk provides quality office support to the HRO and duties.

Essential Functions:

- 30% Verifying information into the Department's computerized Exams Certification Online System (ECOS); oversees, organizes, and checks for personal identifying information (PII) as well as maintains and updates ECOS files. Provides clerical support for HRO staff which includes completing HRO forms, sending out contact letters, and other written materials in the ECOS system.
- 20% Coordinates, tracks, and maintains tracking logs such as Telework, Probationary, and Performance appraisals. Process scan, upload, and file confidential and sensitive documents, in SharePoint to prepare for the move to RBOC in 2024.
- 15% Verifies dental and health re-verification for CRD Employees using the Family Connect website with CalHR for dental and the CalPERS system for health.
- 10% Maintain and organize the HRO supply room, procure supplies as needed for the office, and send monthly emails to HRO staff regarding what supplies they require. Provides administrative support for projects by collecting data, providing documentation, and performing general administrative duties, Move, organize, and track.
- 10% Monitors, sorts, opens, and disseminates incoming HRO mail, uses date stamps, stuffs envelopes, and routes/delivers mail to the appropriate HRO staff members.
- 10% Assist HRO staff with sending out correspondence related to performance appraisals or probationary reports. Tracks and logs receipt of Performance/Probationary reports.

Marginal Functions:

- 5% Completes other projects and performs additional duties, as assigned.

SPECIAL PERSONAL CHARACTERISTICS:

Aptitude and willingness to perform simple clerical work; follow a prescribed routine; personal neatness and the ability to follow directions.

ADDITIONAL SPECIAL CHARACTERISTICS:

Appointment to some positions may require an ability to type.

Desirable Qualifications:

- Good verbal and written communication skills.
- Must be able to adapt to changing priorities.
- Ability to take written and oral instruction.
- Committed to providing exceptional customer service to all persons including giving accurate and detailed department processing steps, excellent knowledge of clerical procedures including scanning, photocopying, and processing mail.
- Able to handle difficult situations tactfully.
- Ability to operate a computer and knowledge of computer programs such as Word, Excel, Outlook, and Internet applications is desirable.

Work Environment, Physical or Mental Abilities:

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation.

- Requires daily use of a related software applications at a workstation for 6.5 to 7 hours per day.
- Requires working in an open cubicle in close proximity to co-workers.
- Requires ability to complete tasks that require reaching, bending, grasping, and making repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks.
- Requires prolonged sitting and or standing at a workstation for 6.5 to 7 hours per day.

Supervision Received:

The Seasonal Clerk receives direct supervision from the District Administrator | Staff Services Manager I and may take direction from the Deputy Director of Administration.

Job Requirements:

Activities required to perform the essential functions of this position include the ability to communicate effectively, generate written correspondence, and comprehend written instructions, correspondence and manuals, and reason logically.

Actions and Consequences:

Failure to use good judgment in handling sensitive and confidential information could result in sensitive information being released to unauthorized persons and/or incorrect information used to make decisions.

Certification of Employee:

I have read and understand the duties as described above and I meet the job requirements as described above and am capable of performing the essential functions with or without a reasonable accommodation.

Signature of Incumbent

Date

Supervisor's Signature

Date