

**DEPARTMENT OF JUSTICE  
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE  
INVESTIGATIONS  
DUTY STATEMENT**

**NAME:**

**CLASSIFICATION:** Seasonal Clerk

**STATEMENT OF DUTIES:** The Seasonal Clerk will exercise a high degree of initiative, independence and professionalism in the performance of a variety of duties, providing light clerical and administrative assistance to members of the Division of Medi-Cal Fraud and Elder Abuse (DMFEA).

**SUPERVISION RECEIVED:** Under the supervision of the Investigative Auditor IV – Supervisor or Special Agent-in-Charge.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Employee may be required to perform tasks that require bending, kneeling, reaching/twisting, manual dexterity (grasping/keyboarding), prolonged standing/sitting, frequent walking. Employee works at a desk or in a cubicle in a workspace that may or may not have a window. May be required to sit at and use a computer terminal, while performing research and other duties, up to eight hours a day.

**TYPICAL WORKING CONDITIONS:** Enclosed office or cubicle in a smoke-free environment. May be required to lift up to 25 pounds on an occasion.

**ESSENTIAL FUNCTIONS:**

- 50% Acts as the front-desk receptionist, who is the first point of contact to the DMFEA staff, as well as outside visitors. Performs basic receptionist duties providing clerical support to staff members, which include answering a multi-line telephone and referring calls to appropriate staff; taking concise and detailed phone messages; directing visitors to the appropriate staff or office; typing, editing and revising documents; alphabetizing and filing documents; scheduling and arranging conference rooms; operating facsimile and copy machines; and completing daily courier/mail sorting and distribution.
- 40% Provides assistance in the Investigative, Prosecutions, and Development, Audits & Forensics Branches as needed. Copy and scan documents and deliver supplies. Coordinate building maintenance requests and assist with other business services functions, which includes escorting vendors, overseeing the shredding of confidential documents, picking up and/or delivering boxes to and from various locations, picking up or delivering mail. In preparation for interviews, meetings, or other office functions, sets up conference rooms, escort visitors and other employees to the appropriate meeting locations. Schedules appointments, meetings, and conference calls.

### MARGINAL FUNCTIONS:

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|----|---|
| 5% | Assist with clerical and coordinating functions related to special reports, office events and projects. |
| 5% | Perform other support functions as needed.  |

**I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):**

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Printed Name
Date

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Printed Name
Date

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Employee Signature

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Supervisor's Signature