

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
REGISTRY OF CHARITIES & FUNDRAISERS
DUTY STATEMENT**

NAME: Name
CLASSIFICATION: Office Assistant (Typing)

STATEMENT OF DUTIES: Under the supervision of the Staff Services Manager I, the Office Assistant Typing (OA) is responsible for the initial intake and processing of routine public inquiries concerning charitable organizations subject to annual reporting with the Attorney General. The OA performs routine typing and technical work related to the processing of incoming charity registrations, renewals, delinquencies and payment processing functions. The OA applies general knowledge of program policies and procedures, utilizes good judgement, communicates effectively, and ensures timely and professional customer service. They may assist other staff in performing clean-up activities related to charitable trusts databases. The OA performs other simple clerical and technical staff duties as needed.

SUPERVISION RECEIVED: Under the direct supervision of the Staff Services Manager I. May receive direction from the Registrar.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing duties between six to eight hours a day. Ability to pull and replace files. Ability to lift up to 25 lbs. may also be required.

TYPICAL WORKING CONDITIONS: Partitioned cubicle space in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 45% Under close supervision, prepares and modifies a high volume of routine registration confirmation letters and notices; coordinates with lead Registry team members to ensure that workload is handled cooperatively, efficiently, and accurately; updates records by typing information for registered organizations into the Registry's automated system; reviews routine documents (e.g., articles of incorporation, bylaws) with the Office Technician (OT) in order to determine whether organizations meet statutory criteria for registration; reviews initial documents and other information to determine whether organizations have provided all items required to register, report, and pay fees to the Attorney General; works with the OT, who will correspond with organization representatives, both orally and in writing, regarding the Registry's program need for additional information; utilizes a simple tracking system to ensure receipt of requested information; drafts templates and notices as needed for review by the lead OT. Distributes payments received with registration and renewal documents to analysts for processing; types information into various databases. May assist with answering telephones and direct (i.e., face-to-face) inquiries.
- 35% Prepares simple program documents for scanning or copying; properly identifies and labels program documents according to record type and classification; reviews organization records in Registry database to determine registration status. Creates records

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by typing names, address, and other pertinent information for newly registered organizations into the Registry's automated system. Compiles and reports general program statistics timely and accurately; receives, organizes and files founding documents from agencies that work with the Registry.

- 10% Receives general inquiries, logs them, and routes to the appropriate lead OT for response. Drafts documents and templates; communicates in a professional and timely manner with internal and external clients. Assists with maintaining tracking systems such as project logs and follows-up on projects to ensure timely completion; maintains organized filing systems.
- 10% May assist other staff with the opening, sorting, and distributing incoming mail. May assist with typing work from other programs within the Registry, including duties pertaining to registration, renewals, and delinquencies.

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.

Printed Name
Employee's Signature

Date

Printed Name
Supervisor's Signature

Date

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NAME: Name
CLASSIFICATION: Office Technician (Typing)

STATEMENT OF DUTIES: Under the supervision of the Staff Services Manager I, the Office Technician (OT) is responsible for determining the most effective response to high volumes of public inquiries concerning charitable organizations subject to annual reporting with the Attorney General. The OT performs a full range of difficult, varied typing and technical work related to the processing of incoming charity registrations, renewals, delinquencies and dissolutions; Commercial Fundraiser registration and renewal; complaints, raffles, Indexed transactions; and payment processing functions. The OT applies detailed knowledge of program policies and procedures, utilizes good judgement, communicates effectively, and ensures timely and professional customer service. They may assist the Registrar and Staff Services Manager in performing clean-up activities related to charitable trusts databases. The OT performs other clerical and technical staff duties as needed and may serve as a back-up technician for other programs within the section.

SUPERVISION RECEIVED: Under the direct supervision of the Staff Services Manager I. May receive direction from the Registrar.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing duties between six to eight hours a day. Ability to pull and replace files. Ability to lift up to 25 lbs. may also be required.

TYPICAL WORKING CONDITIONS: Partitioned cubicle space within a large, windowed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

45% Processes and issues various registration confirmation letters and notices; coordinates with Registry team members to ensure that workload is handled cooperatively, efficiently, and accurately; updates records by inputting pertinent information for registered organizations into the Registry's automated system; reviews various documents (e.g., articles of incorporation, bylaws, etc.) in order to determine whether organizations meet statutory criteria for registration; reviews documents and other information to determine whether organizations are required to register, report, and pay fees to the Attorney General; corresponds directly with organization representatives, both orally and in writing, regarding the Registry's program matters and the need for additional information; maintains a follow-up system to ensure receipt of requested information; issues timely follow-up notices as needed. Distributes and/or process payments received with registration and renewal documents to analyst for processing; reviews database information and identifies necessary adjustments in order to correct errors; types information into various databases. May assist with answering telephones and direct (i.e., face-to-face) inquiries.

