

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Mail / Local Services Clerk</u>	
		Division and/or Subdivision <u>Fiscal Services / Business Services Office (BSO)</u>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <u>West Sacramento</u>	
		Class Title of Position <u>Office Assistant (General)</u>	
		Position Number <u>541-036-1441-904</u>	
		Effective Date <u>November 2025</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	POSITION SUMMARY Under the general supervision of the Business Service Officer I Supervisor (BSO I Sup), the Office Assistant (General) performs general mail processing and delivery and other local services support functions at the Department of Forestry and Fire Protection (CAL FIRE) Headquarters (HQ) Mailroom. Duties include but are not limited to: Mail Pick Up and Deliveries: *Responsible for accurate routing of Headquarters (HQ) inbound and outbound mail; timely pick up/delivery of secured mail; pick up inbound CAL FIRE mail from the United State Postal Office (USPS) and deliver to CAL FIRE HQ Mailroom. *Log and document mail and parcels received; sort incoming and outgoing mail and parcels for CAL FIRE HQ offices; group the mail and parcels in corresponding mail bins; transfer mail to corresponding mail bags; pick up regular secured checks/warrants from the State Controller's Office (SCO); deliver from SCO to the appropriate offices (e.g., Human Resources). *Pick up/deliver secured claim schedule packages from Departmental Accounting; deliver and pick up mail from CAL FIRE HQ offices, and other State Agencies as directed. *Report and trace missing or misdirected mail; process and file Materials Requisition and Transfer (MRT) forms submitted by departmental units for special handling and abatements. *Accurately identify the appropriate delivery method and correctly bill the requesting departmental units; timely processing of the mail delivery return receipt to sender; prepare pickups for and receive deliveries from the following mail and parcel service providers: United States Postal Service (USPS), DGS- Inter Departmental Mail Service (IMS), and other Small Parcel Service Delivery Couriers such as: FedEx, United Parcel Service (UPS), General Logistics System (GLS), and Golden State Overnight (GSO). *Responsible for reporting any problem with courier services to the appropriate supervisor or staff. *Responsible for making special deliveries to other State Agencies, as may be required from time to time; pick up and deliver Master Payroll from SCO. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

20%	Continued Mail Pick Up and Deliveries: *Deliver and pick up warrants from Cashier for distribution; mail payroll checks to units; deliver checks to HQ units. *Pick up and deliver time-sensitive and confidential communications and pick up high-volume mass mailouts. *Make special courier drops when required for time-sensitive mass mailings, and other critical mail correspondence or parcels. Postage and Shipping: *Daily operate the Pitney Bowes mail postage meter, GLS and Fed Ex shipping/tracking system. *Lift and stack postal and courier mail/parcels for courier pick up; must be able to print manifest and shipping documents. *Clean postage meter and mailing machines. *Accurate recording of certified and express mail or special courier delivery service (e.g., sunrise, overnight, express, etc.); track low postage meter balance and report need for postage machine upkeep/servicing.
15%	Vehicle Operations and Maintenance: *Drive a CAL FIRE delivery vehicle (e.g., van). *Responsible for completing the daily mileage logs for CAL FIRE vehicle; fuel the vehicles, check the maintenance schedule for next maintenance procedure needed, and bring vehicle to CAL FIRE Mobile Equipment Management Unit (MEM) or to vendor for preventive maintenance. *Responsible for keeping vehicle clean, washing, and vacuuming; report any problems or emergencies concerning the vehicles to the supervisor or appropriate staff.
10%	Mail Room Maintenance: *Ensure sufficient mailing supply stock levels are maintained and restock shelves with mailing supplies.
10%	Other: *Other job-related duties as assigned including supporting warehouse services. <u>*DMV Pull Notice (EPN) for applicant's driving record will be collected at time of interview*</u> *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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Job qualifications and/or conditions of employment: **Valid Class C California Driver's License; ability to lift up to 50 lbs. Ability to maintain stationary positions of standing or sitting repetitive hand movement, some stooping, while performing job duties. Position has a mandatory work time of 7:00 a.m. – 4:00 p.m.; Alternative Work Week Schedule is not available.**

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature

Date

Supervisor Signature

Date

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Initials and Date

