

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

**Vacant**

CLASSIFICATION:

Office Assistant (T)

POSITION NUMBER:

884-1379-001 - Proposed

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

CCLD/Children's Residential Program

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Riverside North Children's Residential Regional Office

SUPERVISOR'S NAME:

Antoinette Fowler

SUPERVISOR'S CLASS:

Office Services Supervisor II (OSS II)

**SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):**

Designated under Conflict of Interest Code.

Duties require participation in the DMV Pull Notice Program.

Requires repetitive movement of heavy objects.

Performs other duties requiring high physical demand. (*Explain below*)

None

Other (*Explain below*)

Subject to fingerprinting and criminal record clearance by the Department of Justice and Federal Bureau of Investigation. Ability to lift and carry 10 lbs.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED (Check one):** None Supervisor Lead Person Team Leader

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.

**MISSION OF ORGANIZATIONAL UNIT:**

It is the mission of the Children's Residential Program to protect and improve the lives of all youth who reside in a community care facility through the administration of a transparent licensing system that is collaborative, fair and supportive of families.

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**CONCEPT OF POSITION:**

The Office Assistant (Typing) (OA (T)) performs general clerical typist functions under the supervision of the Office Services Supervisor II (OSS II) or Regional Manager.

**A. RESPONSIBILITIES OF POSITION:**

30% Provides efficient and timely clerical support and license processing services. Carries out all support actions in accordance with established procedures. Identifies to the supervisor any breakdown in established procedures, situations not met by procedures, and problems in clerical operations.

25% Typing general correspondence, reports and other types of materials according to needs of professional staff. Compiles statistical data.

15% Maintains facility and regional files according to established procedures, using various filing systems (alphabetical, chronological, numeric, and subject matter).

10% Answers telephone and routine inquiries or refers caller to appropriate person. Supplies general information about licensing requirements upon request from potential applicants for license. Acts as receptionist.

10% Processes incoming and outgoing mail, including confidential materials, following oral and/or written instructions as directed. Receives, opens, date/time stamps, logs, sorts mail to properly distribute various materials. Uses letter opener, date/time stamp machine and sorter to aid in processing mail. Addresses regular and interoffice envelopes using established guidelines to ensure outgoing mail is being sent to the intended recipients. Utilizes the interoffice mailing system for mailings to interdepartmental staff.

10% Operates various types of office equipment. Other special projects as required by management such as but not limited to editing/formatting correspondences.

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B. SUPERVISION RECEIVED:

The OA (T) is directly supervised by the OSS II or Regional Manager. Many of the support activities are defined in procedure but the OA (T) must use personal judgment in completing tasks.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The OA (T) will deal with various regional staff along with public inquiries and other agencies.

E. ACTIONS AND CONSEQUENCES:

Inability to exercise judgment on sensitive information could result in a negative public image.

F. OTHER INFORMATION:

The OA (T) must be able to work in a team setting, have good interpersonal communications skills, and work under pressure.