

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
DIVISION OF CALIFORNIA JUSTICE INFORMATION SERVICES
BUREAU OF CRIMINAL INFORMATION AND ANALYSIS
RECORDS AND BIOMETRIC IDENTIFICATION BRANCH
IMAGING AND LIVE SCAN SUPPORT PROGRAM
APPLICATION AND IMAGING SUPPORT SECTION
PRE-SCAN UNIT**

JOB TITLE: Office Assistant (General)

POSITION NUMBER: 420-

INCUMBENT:

STATEMENT OF DUTIES: The Office Assistant (OA) is responsible for photocopying, scanning, screening, sorting, collating, bundling, and distributing criminal and applicant history record information to the department's local, state, and federal client agencies. The OA must be able to utilize a PC; have some knowledge of procedures for processing applicant and criminal fingerprint responses and be familiar with applicable regulations. The OA must have the ability to learn how to use various photocopiers, folding machines, scan documents into the Justice Electronic Document Imaging (JEDI) system to capture data that will be stored in the AAS and perform routine tasks with conscientious attention to detail.

The OA may be temporarily redirected to other sections due to program needs.

SUPERVISION RECEIVED: Reports directly to the Supervising Program Technician II.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to move up to 20 pounds, push/pull a delivery cart; bend, squat, and stretch as needed when moving and storing documents and folders.

TYPICAL WORKING CONDITIONS: Cubicle workstation in a smoke-free environment.

ESSENTIAL FUNCTIONS:

40% Prepares and mails applicant responses, subsequent arrest notifications, and Criminal History Records to agencies; prepares and labels envelopes, and lifts boxes or mail bins weighing up to 20 pounds.

30% Photocopies print requests and sorts/scans documents for accurate information.

20% Prepare, sort, and scan documents into the JEDI system.

MARGINAL FUNCTIONS:

10% Perform messenger mail runs. Make outgoing calls to agencies to resolve mailing errors as needed and other duties as assigned.

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.

I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee's Signature

Date

Supervisor's Signature

Date