



POSITION DUTY STATEMENT

Division: Operations Division	Classification Title: 1441 Office Assistant (General)
Branch: Document Services Branch	Working Title: Sorting/Messenger Office Assistant
Unit: Incoming Mail Operations	Tenure/Timebase: Limited Term Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 126-1441-061	CBID/Bargaining Unit: R04
<p>Conflict of Interest Classification: No</p> <p>This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p>	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: Yes
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Effective Date:

<p>Direction Statement and General Description of Duties: Regular and reliable attendance, being responsible, dependable, and fulfilling job related obligations is required. This position also requires a valid driver license and a good driving record. Under the supervision of the Office Services Supervisor I, the incumbent performs the following duties:</p>	
<p>Percentage and Essential/Marginal Functions:</p>	
40%	<p>Sorting Duties (E)</p> <p>Sorting Duties Assist other Sorting Office Assistants with sorting mail, counting contents, and preparing outgoing mail for delivery to appropriate areas. Lift heavy trays of mail from a mail cage to the appropriate area by P.O. numbers. Verify with supervisor the</p>



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	amount of mail delivered daily, and distribute to appropriate areas in the department. Open, review, sort, and correctly route mail to be delivered to appropriate units in the department.
40%	Messenger (E) Messenger Independently deliver and pick up various types of mail to and from appropriate units within the department. Drive to and from other departments, using the messenger vehicle to deliver and receive various types of mail on a regular basis. Regularly lift, push/pull and carry bulk mail and materials weighing up to 50 lbs. and transport materials using mail carts and mail cages with casters filled with mail that can weigh up to and over 100 lbs. Transport materials on pallets using a hand-powered pallet jack.
15%	Operate Office Machines (E) Operate office machines Operate office machines, such as letter opening machines and Certified/Express mail computer system. Determine where mail needs to be routed by using computer to locate mail station numbers.
5%	Special Assignments (M) Special Assignment Perform other job-related related duties.



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<p>Supervision Received: Reports directly to the Office Services Supervisor I. This entry-level position will receive close supervision when being trained. Shortly after the initial training period, the work will become routine and subject to a minimum of continuous direct supervision.</p>
<p>Supervision Exercised and Staff Numbers: None.</p>
<p>Physical Requirements: Regularly lift, push, pull and carry bulk mail and materials weighing up to 50 lbs. and transport materials using mail carts and mail cages with casters filled with mail that can weigh up to and over 100 lbs. Transport mailing materials on pallets using a hand-powered pallet jack.</p>
<p>Special Requirements: Requires a valid driver license and a good driving record. Live Scan clearance is required before hire.</p>
<p>Personal Contacts: Will interact with all areas of the department and other departments delivering and receiving mail. Interactions may be general or informative.</p>

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement



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MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE