

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

**Office Assistant (Typing)**

POSITION NUMBER:

**877-1139-002**DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*CCLD - Child Care ProgramBUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*San Bruno Child Care Regional Office

SUPERVISOR'S NAME:

Cindy Interiano

SUPERVISOR'S CLASS:

Licensing Program Manager II/Regional Manager

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)*

Fingerprint clearance by DOJ and FBI. 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 Community Care Licensing Division to promote the health, safety, and quality of life of each person in community care through the administration of an effective, collaborative regulatory enforcement system.

Will aid in fostering a culture of diversity and inclusion within our Program that actively invites the contribution and participation of all people while representing the varied identities and differences (race, ethnicity, gender, disability, sexual orientation, gender identity, national origin, tribe, caste, socio-economic status, thinking, and communication styles) in California and support on-going partnerships with those communities most affected by inequities to advance equitable policy and systems changes.

---

---

**CONCEPT OF POSITION:**

The Office Assistant (Typing) (OA (T)) performs general clerical typist functions under the supervision of an OSS, Regional Manager or Local Unit Manager.

**A. RESPONSIBILITIES OF POSITION:**

35% Clerical Support: Provides efficient and timely clerical support and license processing services. Carries out all clerical actions in accordance with established procedures such as but not limited to scheduling meetings, reserving conference rooms, managing calendars, and processing appeals. Operates various types of office equipment. Identifies to the supervisor any breakdown in established procedures, situations not met by procedures, and problems in clerical operations.

25% Document Productions: Typing, formatting, proofreading, and correcting grammar/spelling/punctuation for general correspondences. Completing charts using the Field Automated System and Licensing Information System, other reports and types of materials according to needs of professional staff.

15% Filing: Maintains facility and district files according to established procedures. Develops and maintains filing system for sensitive and confidential information.

15% Serves as Receptionist: Answers telephone and routine inquiries or refers caller to appropriate person. Forwards written inquiries to appropriate staff. Supplies general information about licensing requirements upon request from potential applicants for license.

10% Mail: Processes incoming and outgoing mail: open, sort, date stamp, and distribute mail. Other special projects as required by management such as but not limited to assembling training materials.

---

---

B. SUPERVISION RECEIVED:

The OA (T) receives supervision from a Regional Manager or an Office Services Supervisor.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

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

E. ACTIONS AND CONSEQUENCES:

Failure 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.