

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 573-252-1139-001	Date:
Class: Office Technician (Typing)	Name:
<p>Under general supervision of the Staff Services Manager I, will work closely with Benefits team to provide administrative support for the collection of Veterans records in a timely manner. Work with ward clerks, section leaders, nursing and MAS departments to source various medical and administrative records to assist in the preparation for the Medi-Cal Treatment Authorization Request (TAR). To assist the Benefits Office with clerical duties such as phone support, filing and scanning of records.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	<p>Source, collect, verify and photocopy administrative and medical records from ward clerks, sectional leaders and MAS departments to assist with the submission of a TARS approval within the requested 30-day response time. Confirm with Benefit Case Managers that the records are correct. Source, collect, verify and photocopy files in the supplemental records areas with regards to domiciliary medical records.</p>
25%	<p>Type, prepare and scan TARS records to the TARS drive. Maintain TAR database, including updating content, making corrections and data entry new records. Update and maintain the Headquarter TAR database to reflect successful submissions and date of approval. Maintain records with strict confidential while maintaining the TAR database.</p>
15%	<p>Assist in providing administrative support to the Benefit Case manager such as filing, photocopying, and general clerical assistance. Assist in answering telephone queries and greet Veterans and direct them to correct Benefits Case manager when required.</p>
10%	<p>Perform monthly timekeeping for staff, review timesheets for accuracy, and approve as TEMPO timekeeper. Responsible for processing non-complex procurement items needed for the Business Office, including sourcing quotes for stationary. Monitor and maintain stationary supplies, track usage to determine quantity and frequency of replenishment, order/purchase as needed to maintain adequate stock. Monitor copier usage count, maintain paper levels, and replace toner cartridges.</p>
10%	<p>Perform special projects as assigned. Complete all required training and attend training to develop and maintain job skills. Assist with meetings and trainings, compose and distribute notices/invitations, reserve rooms and resources, and prepare handouts. Record, prepare, and distribute meeting minutes. Submit request for building and office equipment maintenance.</p>

NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned

Revised 2/22/19

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.				X	
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the home to various units.					X
SITTING: Work station; meetings; training.			X		
STANDING: Copy documents; review records.		X			
BALANCING:					X
CONCENTRATING: Review documentation for accuracy.					X
COMPREHENSION: Review records as it TARS records					X
WORKING INDEPENDENTLY: perform daily tasks					X
LIFTING UP TO 10 LBS:					X
LIFTING 10 TO 25 LBS:					X
LIFTING 25-50 LBS:					X
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.				X	
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents.					X
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.				X	
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.				X	
HANDLING: Sort paperwork; distribute mail.				X	
DRIVING: Special events		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation.

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources _____ Date _____