

0Department of Consumer Affairs

Position Duty Statement

HR-41a (new 7/2015)

Classification Title Seasonal Clerk	Board/Bureau/Division Board of Pharmacy
Working Title Administration Clerk	Office/Unit/Section / Geographic Location Administration Unit
Position Number 632-110-1120-907	Name and Effective Date

Under the supervision of the Supervisor II, the Seasonal Clerk is responsible for providing general office duties in support of the Board's Administration and Licensing Units. Duties include, but are not limited to:

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]**50% (E) Licensing Clerical Support**

- Sorts and files documents and application/licensing files for 33 licensing categories. (20%)
- Provide clerical support for the Licensing Unit staff, which includes filing, tracking applications, processing name and address changes, ordering duplicate licenses, receive, sort, log and distribute incoming mail, and pulling licensing files. (20%)
- Inquire, enter, modify, update, and verify data from the aforementioned applications/reports into the appropriate database. (10%)

30% (E) Front Desk Support

- Opens, date stamps, and pitches incoming staff correspondence in mail slots. Provides support to statewide inspector staff through the distribution and routing of incoming mail and packaging and shipping of outgoing mail.
- Assists in covering reception and answering telephone calls. Screens incoming calls and routes to the appropriate staff person, using tact, professionalism, and good judgment; greets all visitors in a professional and courteous manner. Responds to basic inquiries using own knowledge and initiative.

15% (E) Records Retention and Filing

- Requests and reviews CAS reports to identify appropriate board records for storage and/or destruction in accordance with the board's record retention schedule.
- Pulls and shift files, sorts, labels and boxes board records for storage or destruction.
- Assigns transfer list numbers, prepares transfer lists and file lists for records storage or destruction.

5% (M) Miscellaneous

Provides support to staff to complete identified backlogged tasks and notifies manager of any discrepancies found while performing program activities. Participates in staff meetings, attends training, and provides assistance to employees and management as necessary.

B. Supervision Received

The Seasonal Clerk reports directly to and receives the majority of assignments from the Administration Unit Supervisor II; however, direction and assignments may also come from the Licensing Supervisor I, Deputy Executive Officer, or the Executive Officer (Exempt).

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The Seasonal Clerk has continuous contact with the staff of the Board of Pharmacy and, as needed, with visitors to the office when performing front desk duties.

F. Actions and Consequences

Failure to support and implement general office duties will result in a continuous backlog of filing and file storage functions that could result in the daily operations of the office being disrupted, the Board not effectively or efficiently responding to public inquiries for board records and verification of licensee information and inadequate space available for current, in-use files.

G. Functional Requirements

The incumbent works 20-32 hours per week in an office setting, with artificial light and temperature control. The ability to use a personal computer is essential. The position requires bending, grasping, pulling, reaching, and stooping to retrieve, shift and pull files; walking and lifting, up to 15-45 pounds.

H. Other Information

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; complete assignments in a timely and efficient manner; work cooperatively with others as a member of a team, and be responsive to management needs; and, adherence to the board Workplace Guidelines as well as departmental policies and procedures regarding attendance, leave, and conduct. The position will require use of MS Word, Excel and Outlook.

Criminal Offender Record Information (CORI)

Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance to DCA's (CORI) procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Employee Printed Name, Position

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor Printed Name, Position

Revised: 6/14/2023