

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
BUSINESS OPERATIONS SECTION
ADMINISTRATIVE BRANCH
DUTY STATEMENT**

NAME:

CLASSIFICATION: Seasonal Clerk

WORKING TITLE: Seasonal Clerk

STATEMENT OF DUTIES: Under the close supervision of the Staff Services Manager II, the Seasonal Clerk performs a variety of clerical duties to the Sacramento Regional Offices and Administrative Branch of the Division of Medi-Cal Fraud and Elder Abuse, exercising initiative and professionalism. The Seasonal Clerk provides effective communication to division staff, visitors, and vendors via in-person, telephone, and online platforms.

SUPERVISION RECEIVED: Reports directly to the Staff Services Manager II. May receive direction from the Staff Services Managers I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing duties up to six to eight hours a day. Ability to lift up to 40 lbs. may be required. May be required to perform tasks that require bending, kneeling, twisting, manual dexterity, and frequent walking.

TYPICAL WORKING CONDITIONS: In the office, a partitioned or open-space cubicle in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 40% Front Desk Receptionist: Acts as front-desk receptionist at the DMFEA Sacramento Regional Office(s), providing the first point of contact to both DMFEA staff and visitors. Performs receptionist duties including the answering of multiline telephones and referring calls to appropriate staff; taking concise and detailed phone messages; greeting visitors and directing them to the appropriate staff or office; alphabetizing, scanning, and filing documents; scheduling and arranging conference rooms; filing the check-in log for emergency attendance needs; and operating multifunctional devices, facsimiles, copiers, and scanners.
- 30% Administrative Support: Provides coverage and administrative support to all programs onsite within the division such as, but not limited to, creating copies, scanning documents, transposing information to forms, and delivering supplies; assist management with preparation for interviews, meetings, or other office functions by printing materials, arranging conference rooms, and/or escorting guests; and schedule appointments, in-person and virtual meetings, and conference calls.
- 25% Mail and Courier Support: Responsible for overseeing and coordinating both incoming and outgoing mail including interagency, courier, and postal; sorting and delivering mail and packages to division staff; creating labels within FedEx, GLS, UPS, and USPS, and acts as contact for all deliveries; and follows DOJ and division procedures with the handling of incoming and outgoing mail.
- 5% Performs other clerical functions as needed.

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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.

Supervisor Name