

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant (Proposed)

CLASSIFICATION:

Office Technician (T) - Adoptions Support Technician

POSITION NUMBER:

800-521-1139-910

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

CFSD/ASB

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

APSB/Adoption Support Unit

SUPERVISOR'S NAME:

Kanitra Heard

SUPERVISOR'S CLASS:

Supervisor I

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 required

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:

Ensure that every child grows up in a permanent family that will give them the best chance of becoming a happy, fulfilled, and productive adult.

CONCEPT OF POSITION:

Under the supervision of the Supervisor I, the Office Technician (T) is responsible for establishing and maintaining adoption case records in the Adoption Support Unit.

A. RESPONSIBILITIES OF POSITION:

45% Prepare and type acknowledgment forms for unit analysts to review. Enter adoption data into the Master Adoption Index database. Scan and convert case material into digital records. Verify incoming adoption case documentation received from counties, private adoption agencies and CDSS regional offices, locate adoption case files in master file room, prepare adoption records by creating case files containing incoming documentation from counties, privates agencies and CDSS regional offices. Review cases for accuracy by confirming case numbers and other pertinent case information. Serves as the unit liaison with county clerks, county offices and other state agencies. Re-file adoption records.

25% Perform the most difficult duties for clerical support and perform other clerical duties as required, such as answering telephones, taking telephone messages and direct calls to staff as appropriate, faxing, scanning, photocopying, general word processing, and providing direction to other clerical staff from the regional offices when necessary. Sort, date stamp, and route incoming mail and other documents for the Branch. Screen, prioritize and refer incoming correspondence from the public, and submit to the appropriate staff for reply. Prepare and send outgoing mail. Maintain a chronological file of incoming and outgoing correspondence. Distribute outgoing correspondence.

15% Review and resolve problems related to adoptions records. Check for consistency with administrative policy, the CDSS Correspondence Manual, and ADA Standards, and return adoption forms for corrections as needed. Locate mis- files, makes changes to incorrect case information. Speak directly to clerks in county/state offices regarding various questions related to adoption case files. Responsible for lifting and carrying boxes weighing up to 25 pounds to assist with the transfer of records to the State Records Center for permanent storage.

10% Order and maintain office supplies by acting as a P-Card Holder or use the Purchase Order process. Order and maintain equipment related to technology (computers, cell phones, monitors, etc.) and office supplies for the branch staff.

5% Other duties as related to the Adoption Support Unit.

B. SUPERVISION RECEIVED:

The Office Technician (T) is directly supervised by the Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

None

E. ACTIONS AND CONSEQUENCES:

The Office Technician (T) will routinely act as back up to other staff in the unit, and occasionally for the clerical of the Adoption Support and Records Unit and when necessary within the Branch.

F. OTHER INFORMATION:

Fingerprint clearance required.