

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
BUDGET OFFICE
DUTY STATEMENT**

NAME:

JOB TITLE: Student Assistant

POSITION: 420-023-4870-901

SUPERVISOR: Sr. AO (Sup)

UNIT: Travel

STATEMENT OF DUTIES: Under close supervision of the Sr. Accounting Officer Supervisor, the Student Assistant will serve in a learning capacity to gain practical experience and acquire knowledge and understanding of the functions, principles, practices, and methods used in the Travel Unit. The Student Assistant will assist with the performance of a wide variety of administrative and technical duties related to the Travel Unit. Duties include researching, reviewing, and providing technical support on travel issues, and special projects within the Accounting Office.

SUPERVISION RECEIVED: Reports directly to the Senior Accounting Officer Supervisor in the Travel Unit.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to sit, type, rotate, and work at a computer workstation to input data and to complete work assignments up to 8 hours per day. Ability to bend and lift files and may be required to move boxes up to 25 lbs.

TYPICAL WORKING CONDITIONS: Open cubicle work station on the eighth floor of 1300 I Street in a smoke-free environment.

EXAMPLE OF DUTIES

ESSENTIAL FUNCTIONS

- 45%** Provide support to the Travel Unit. Assist Travel staff with reviewing and processing travel-related documents (e.g., travel expense claims, CalATERS claims, training and registration fee invoices). Work with Travel staff to draft changes to travel-related policies and procedures and assist in updating the changes on the DOJ Intranet. Assist Travel staff in reviewing and processing the daily CalATERS reconciliation report and creating spreadsheets using Microsoft Excel.
- 20%** Assist Travel staff in responding to employee's questions on the Travel help desk by researching claim status and payment issues. Assist employees with account trouble shooting of CalATERS issues. Respond to inquiries from Department staff regarding the Concur system and assisting in solving problems with travel reservations.
- 20%** Work with Travel staff to compose detailed correspondence, letters and emails regarding travel matters for departmental staff, external vendors and other State Agencies using Microsoft Word.
- 10%** May be responsible for processing daily Travel Unit mail which can include sorting, date stamping and distributing incoming mail to appropriate staff, as required. Assist with organizing and filing

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various travel documents; eliminate files and documents older than the Department's required retention date; assist other staff within the Accounting Office.

5% Special projects as required

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.

Employee's Signature

Date

Supervisor's Signature

Date

9/23/22