Employment Development Department
State of California

☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Office Assistant (General)	*Office Assistant (General)*
NAME OF INCUMBENT:	POSITION NUMBER:
Click here to enter text.	280-345-1441-002/012
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Mail Processing and Distribution Group	Lorena Chavez
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Document Management Division	Office Services Supervisor II
BRANCH:	REVISION DATE:
Administration	7/5/2019

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☐ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☒ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☒ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

Stands for prolonged periods of time. Works in a noisy environment. Lifts 25 pounds or more on a regular basis. Works overtime on a mandatory basis when workload or schedule requires.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Under close supervision at the entry level, and general supervision at the full journey level, of the Outgoing Mail & Courier Delivery Unit's Mailing Machines Supervisor 1, the incumbent is responsible for the following:

Picking up and sorting incoming Department mail. Preparing outgoing Department mail by hand. Providing alternate external messenger service. Understanding and following established mail processing and distribution procedures. Maintaining mailing/distribution lists using an automated system. The incumbent may also operate automated mail processing equipment and/or general office equipment.

Percentage of Duties	Essential Functions

30%	Opens and sorts all incoming mail, determines proper recipient, codes, sorts, and distributes all types of mail received.
25%	Presorts large mailings, processes bulk rate mailings, prepares manual mailings according to contract, prepares dated miscellaneous mail, and prepares mail for sending to the Field Offices.
15%	Makes distributions of documents to Central Office and Field Offices. Sorts and distributes technical reports, DE forms, and assorted materials.
15%	Maintains Department distribution lists and mailing lists using a personal computer. Generates reports and documentation for these lists. Prints envelopes and labels using automated equipment. Completes production logs and related paperwork and keeps the work area neat and orderly.
10%	Picks up and delivers mail to multiple mail sites. Independent travel is required to perform the above duties, and a state vehicle will be provided. A valid driver's license is required to operate a state vehicle.
Percentage of Duties	**Marginal Functions**
5%	Other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Frequently - activity occurs 33% to 66%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Frequently - activity occurs 33% to 66%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: *Click here to enter text.*

Type of Environment:
☐ High Rise ☐ Cubicle ☒ Warehouse ☐ Outdoors ☐ Other**:**

Interaction with Customers:
☐ Required to work in the lobby
☐ Required to work at a public counter
☒ Required to assist customers on the phone
☒ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

N/A

6. SIGNATURES

Civil Service Classification	**Position Number**
Office Assistant (General)	280-345-1441-002/012

Employee's Statement: *I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.*	
Employee's Name:	
Employee's Signature:	Date:
Supervisor's Statement: *I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.*	
Supervisor's Name: Lorena Chavez	
Supervisor's Signature:	Date:

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

	PMG Analyst Initials	Date Approved
☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, STD-625 on file.	FNB	10/14/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file