State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:	
Vacant	
CLASSIFICATION:	POSITION NUMBER:
Office Assistant (T) - OA (T)	873-1379-006
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
CCLD - Child Care Program	Chico Child Care Regional Office
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Erin Virrueta	LPM II

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 by DOJ and FBI. Ability to lift and carry 10 lbs.

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:

It is the mission of the Community Care Licensing Division to promote the health, safety, and quality of life of each person in community care through the administration of an effective, collaborative regulatory enforcement system.

The core mission of the Child Care Program is to ensure the health and safety of children in care. The Child Care Program strives to provide preventive, protective, and quality services to children in care by ensuring that licensed facilities meet established health and safety standards through monitoring facilities, providing technical assistance, and establishing partnerships with providers, parents, and the child care community.

CONCEPT OF POSITION:

The Office Assistant (Typing) (OA (T)) performs general clerical typist functions under the supervision of an OSS, Regional Manager or Local Unit Manager.

A. RESPONSIBILITIES OF POSITION:

35% Clerical Support: Provides efficient and timely clerical support and license processing services. Carries out all clerical actions in accordance with established procedures such as but not limited to scheduling meetings, reserving conference rooms, managing calendars, and processing appeals. Operates various types of office equipment. Identifies to the supervisor any breakdown in established procedures, situations not met by procedures, and problems in clerical operations.

25% Document Productions: Typing, formatting, proofreading, and correcting grammar/spelling/punctuation for general correspondences. Completing charts using the Field Automated System and Licensing Information System, other reports and types of materials according to needs of professional staff.

15% Filing: Maintains facility and district files according to established procedures. Develops and maintains filing system for sensitive and confidential information.

15% Serves as Receptionist: Answers telephone and routine inquiries or refers caller to appropriate person. Forwards written inquiries to appropriate staff. Supplies general information about licensing requirements upon request from potential applicants for license.

10% Mail: Processes incoming and outgoing mail: open, sort, date stamp, and distribute mail. Other special projects as required by management such as but not limited to assembling training materials.

B. SUPERVISION RECEIVED:

The OA (T) receives supervision from a Regional Manager or an Office Services Supervisor.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The OA (T) will deal with various district staff along with public inquiries and other agencies

E. ACTIONS AND CONSEQUENCES:

Failure to exercise judgment on sensitive information could result in a negative public image.

F. OTHER INFORMATION:

The OA (T) must be able to work in a team setting, have good interpersonal communications skills, and work under pressure.

State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:	
VACANT	
CLASSIFICATION:	POSITION NUMBER:
Office Assistant (T) - OA (T) Bilingual Spanish	873-1379-006
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
CCLD - Child Care Program	Chico Child Care Regional Office
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
Erin Virrueta	LPM II

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 by DOJ and FBI. Ability to lift and carry 10 lbs.

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:

It is the mission of the Community Care Licensing Division to promote the health, safety, and quality of life of each person in community care through the administration of an effective, collaborative regulatory enforcement system.

Will aid in fostering a culture of diversity and inclusion within our Program that actively invites the contribution and participation of all people while representing the varied identities and differences (race, ethnicity, gender, disability, sexual orientation, gender identity, national origin, tribe, caste, socio-economic status, thinking, and communication styles) in California and support on-going partnerships with those communities most affected by inequities to advance equitable policy and systems changes.

CONCEPT OF POSITION:

The Office Assistant (Typing) (OA(T)) performs general clerical typist functions under the supervision of an OSS, Regional Manager or Local Unit Manager.

A. RESPONSIBILITIES OF POSITION:

35% Clerical Support: Provides efficient and timely clerical support and license processing services. Carries out all clerical actions in accordance with established procedures such as but not limited to scheduling meetings, reserving conference rooms, managing calendars, and processing appeals. Operates various types of office equipment. Identifies to the supervisor any breakdown in established procedures, situations not met by procedures, and problems in clerical operations.

20% Document Productions: Typing, formatting, proofreading, and correcting grammar/spelling/punctuation for general correspondences. Completing charts using the Field Automated System and Licensing Information System, other reports and types of materials according to needs of professional staff.

15% Filing: Maintains facility and district files according to established procedures. Develops and maintains filing system for sensitive and confidential information.

10% Serves as Receptionist: Answers telephone and routine inquiries or refers caller to appropriate person. Forwards written inquiries to appropriate staff. Supplies general information about licensing requirements upon request from potential applicants for license.

10% Mail: Processes incoming and outgoing mail: open, sort, date stamp, and distribute mail. Other special projects as required by management such as but not limited to assembling training materials.

10% Bilingual Duties: Answering phone inquires, supply general information about licensing requirement upon requests, interpreting correspondence, proofreading general correspondence, serving as a receptionist and fielding questions in Spanish. Supports the office acting as a Spanish interpreter as needed.

B. SUPERVISION RECEIVED:

The OA (T) receives supervision from a Regional Manager, an Office Services Supervisor, or a lead Office Technician.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The OA (T) will deal with various district staff along with public inquiries and other agencies

E. ACTIONS AND CONSEQUENCES:

Failure to exercise judgment on sensitive information could result in a negative public image.

F. OTHER INFORMATION:

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