Classification: Seasonal Clerk
Position Number: 880-150-1120-903

# DUTY STATEMENT

☐ **CURRENT** ☒ **PROPOSED**

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| **RPA Number:** 26-150-025 | **Classification Title:** Seasonal Clerk | **Position Number:** 880-150-1120-903 |
| **Incumbent Name:** Vacant | **Working Title:** Seasonal Clerk | **Effective Date:** TBD |
| **Tenure:** Temporary | **Time Base:** Intermittent | **CBID:** R04 |
| **Division/Office:** Central Valley Regional Water Quality Control Board – Rancho Cordova | **Section/Unit:** Operational Support Unit | |
| **Supervisor's Name:** Ashlyn Ross | **Supervisor's Classification:** Supervisor I | |

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| **Human Resources Use Only:** | |
| **HR Analyst Approval:** | **Date:** 10/30/2026 |

## General Statement

Under the supervision of a Supervisor I and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.

## Position Description

The Seasonal Clerk (SC) is responsible for providing timely and professional clerical assistance to the public and staff within the Department, by phone, e-mail, mail, and in-person. The SC is required to work independently, communicate effectively, manage multiple tasks, and become proficient in clerical duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.

| Essential Functions (Including percentage of time): | |
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| 30% | Act as the receptionist by greeting and interacting with the public and/or state officials at the front desk to help answer in-person inquiries. Answer Microsoft Teams Voice over Internet Protocol (VoIP) telephone calls from internal/external customers and transfer calls to appropriate staff for response. Assist and maintain an accurate log of all visitors entering and leaving the building. |
| 25% | Prepare outgoing mail for Programs, which includes printing letters and notices and inserting them into envelopes per U.S. postage requirements. Assist in the daily distribution and delivery of mail and other files to staff. Assist in the printing, scanning of documents into PDF formats, and emailing of documents to various recipients as instructed. Pull records for technical staff or for public review. Enter information into tracking logs and software programs such as California Integrated Water Quality System (CIWQS), Electronic Content Management (ECM), and File Inventory System (FIS). Coordinate with internal mail pickup service or CalEPA printing service for mass mailing. Operate copy machine and other office equipment. |
| 15% | Assist with replenishing and maintaining equipment and supply inventory in the supply room and supply cabinets. Replenish paper in copiers and printers with adequate reams of paper throughout the building. |
| 15% | Assist with fleet vehicle maintenance by picking up and dropping off vehicles for services and/or repairs. Maintain and file mileage logs, service invoices, and gas receipts. |
| **Marginal Functions (Including percentage of time):** | |
| 10% | Assist with moving and relocating various furniture items such as tables, chairs, filing cabinets record boxes for archive purposes and surplus items. Assist with the set-up and breakdown for meetings held within the boardroom and training rooms. Organize, purge, and file documents both electronically and in paper form. |
| 5% | Perform other duties as required. |

| **Typical Physical Conditions/Demands:** |
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| The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone and a keyboard for extended periods of time. Ability to lift and carry 50 pounds, retrieve files and/or documents. Standing/sitting for long periods of time, etc. |
| **Typical Working Conditions:** |
| The incumbent works in a single-story office building in Rancho Cordova, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Occasional travel may be required locally and within the state. |

| **Supervisor Statement** | | |
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| I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement. | | |
| Supervisor Name | Supervisor Signature | Date |
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| Employee Name | Employee Signature | Date |
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