STATE OF CALIFORNIA
Franchise Tax Board

Proposed

HR Date: 11/10/2026

HR Initials: SG

Duty Statement

Request for Personnel Action (RPA) Number	Effective Date
2526-01206	
Classification Title	**Position Number**
Seasonal Clerk	564-890-1120-990
Working Title	**Bureau and Section**
Seasonal Clerk	Processing Services Bureau/ Receiving Data Storage Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under supervision in a temporary position, the Seasonal Clerk will perform a variety of simple repetitive clerical work in a production-oriented, processing environment. Seasonal Clerks may be required to sit, stand, and/or walk for prolonged periods of time. The Machines, Extractions, and Sorting tasks require rapid repetitive wrist, arm and/or shoulder actions. The Machines and Scanning areas require the ability to be on your feet for your full shift and to work in a fast-paced environment, and to handle bundled documents weighing between 1 to 5 pounds and insert into scanning equipment.

Essential Functions

Percentage	Description
95%	Extract, assemble and sort contents of envelopes to an appropriate bin. Pick up incoming mail and route to the appropriate sections. Perform routine quality review of both remittance and non-remittance returns and documents for accuracy and clarity. Operate letter sorter and assemble boxes, and examine envelopes to determine category to sort according to procedures. Operate of a small-motorized cart, relocating heavy trays of mail and off-loading trays of mail to other units. May operate and perform cleaning and routine maintenance of the scanners. Use video screen to process payments creating pay docks. Review correspondence and route electronically to appropriate section. Sort and sequence large volumes of documents numerically or alphabetically. Move large blocks of returns/documents, load returns from carts onto shelving units or into destruct bins.

Marginal Functions

Percentage	Description
5%	Assist in training of co-workers, quality review of peer's work, and adapt to changing workloads. Provide clerical assistance on general projects for Processing Services Bureau.

Signature Authorization

If I choose to sign this form electronically, I agree that my electronic signature is a legally binding equivalent to my handwritten signature on a paper form.

Employee: I confirm that I have read and understand the described duties and functions of this position.

Name (Print)	Signature	Date

Supervisor: I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)	Signature	Date