

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE OFFICE ASSISTANT (GENERAL)	DISTRICT/DIVISION/OFFICE Legal	
WORKING TITLE OFFICE ASSISTANT	POSITION NUMBER 701-001-1441	EFFECTIVE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the direction of a Legal Support Supervisor, the incumbent will act as Mail Clerk for Legal Division.

Essential (E)/Marginal (M)

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

- 50% (E) Responsible for sorting, date-stamping all incoming and interoffice mail. Processing outgoing mail which includes weighing mail and affixing postage either by hand or with a meter. Process all incoming and outgoing envelopes and packages from services such as United Parcel Service and Federal Express, and any overnight delivery. Keeping and maintaining the mail room clean, orderly and stocked with supplies.
- 30% (E) Assists with putting away office supplies, ensuring all copy machines are equipped with paper and toner. Checking, copying and delivering incoming faxes to appropriate staff members. Photocopying as needed and run errands as needed.
- 10% (M) Acts as back-up to receptionist, file clerk and claims support.
- 5% (M) Facility liaison between Legal and the Building Manager to log electrical problems within the legal office, i.e., heating, cooling, lighting issues.
- 5% (M) Handle maintenance and supplies for postage machine, including requesting postage for the postage machine

Special Requirement: Must be able to lift at least 25 pounds.

SUPERVISION EXERCISED OVER OTHERS

None.

KNOWLEDGE, SKILLS AND ANALICTAL REQUIREMENTS:

Ability to follow oral and written directions, evaluate situation accurately, take effective action and make independent decision. Ability to operate office equipment (i.e. postage meter, fax machine, copies, personal computer). Ability to handle a large volume of office mail and greet the public with courtesy and professionalism.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

The individual is generally responsible only for decision required to successfully complete clerical functions as described above. However, the incumbent provides support for staff that make economic and political decisions. Failure to complete tasks could result in major financial losses for both the Department and the State of California.

PUBLIC AND INTERNAL CONTACTS

Employee must maintain cooperative working relationships with office professional and support staff as well as other departmental employees.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Must be able to stoop, kneel, or bend and be able to lift more than 20 pounds.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Work hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. Alternative work schedule is not permissible due to operational needs.

