STATE OF CALIFORNIA

EMERGENCY MEDICAL SERVICES AUTHORITY

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA- **027**	EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Paramedic Licensure Unit	3. CLASS TITLE Seasonal Clerk
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. (20 hrs. per week)	5. SPECIFIC LOCATION ASSIGNED TO Rancho Cordova
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under supervision of a Staff Services Manager I, the incumbent will provide support services to the EMS Personnel Division performing simple repetitive clerical work and do other related work to provide support to a variety of functions within Paramedic Program Unit. This position requires the ability to read and write English and do simple arithmetic computations.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	ESSENTIAL FUNCTIONS
45%	Duties may include, but will not be limited to the following: • Scan initial and renewal paramedic applications using scanning equipment.
30%	• Ensure that scanned files are checked for file readability. Using the Document Imaging Module in My License Record (MLO) Database, scan all licensure documents into the appropriate paramedic record.
20%	• Receives, opens, time stamps, sorts, and distributes mail as directed; • Addresses, stuffs, stamps envelopes; • Looks up information as directed; • Assists in compiling and tabulating simple statistical data as directed; • Operates duplicating machines or other office equipment as directed;

11. SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
June Leicht		

12. EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

	MARGINAL FUNCTIONS
5%	Other related licensure clerical work as required
	SPECIAL REQUIREMENTS During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff are required to participate in periodic departmental and statewide readiness drills and exercises. Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.
	DESIRABLE QUALIFICATIONS Analyze and take effective action when responding to issues including knowing when to elevate an issue to supervisor. • Communicate effectively verbally and in writing and work cooperatively with others and gain their respect and confidence. . • Ability to handle sensitive and confidential assignments with tact and diplomacy. • A demonstrated interest in assuming increasing responsibility; mature judgment; loyalty; poise; tact; and discretion. • Ability to work effectively, both independently and as a team member. • Good interpersonal skills to deal with individuals in a tactful congenial and personal matter. • Extensive knowledge in Microsoft Office, Word, Excel and Access. • Ability to use good judgment and make sound decisions in critical situations • Excellent organizational skills. • Excellent telephone techniques and customer services skills. • Ability to be flexible and re-prioritize assignments as directed. • Demonstratable pattern of dependability.
	Special Personal Characteristics Aptitude and willingness to perform simple clerical work; follow a prescribed routine; personal neatness and the ability to follow directions.
	WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES • Office environment, professional work attire. • Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government • Possess the ability to multiple tasks with changing priorities • Ability to apply common sense understanding to carry out instructions furnished in written oral, or diagram form.