



## DUTY STATEMENT

<b>Classification:</b> Business Service Assistant (Specialist) Limited Term		<b>Position Number:</b> 171-4707-930
<b>Division/Office/Section:</b> AFITS/Business Services Section/Business Services Office		
<b>Location:</b> Sacramento	<b>Effective Date:</b>	
<b>Supervisor's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Collective Bargaining Identifier (CBID):</b> R 01		

This position requires the incumbent to communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

The incumbent works under close supervision of the Staff Services Manager I of the Business Services Office. The incumbent is responsible for independently performing the least complex, and assisting with the performance of the more difficult and complex, technical and analytical business service activities of a routine nature in a variety of functions as described below:

### ESSENTIAL FUNCTIONS

- 35%    **Forms Accessibility** Assists/helps/supports the Department Forms Coordinator with improving accessibility of department information by: creating accessible content using the basic features in Microsoft Suite and PDF formats; and ensuring electronic accessibility of existing documents and forms; attending meetings and required trainings.
  
- 30%    **Records Management** Assists/helps/supports the Records Management Coordinator with the department records management program by: conducting research into records retention requirements; reviewing and approving the Record Retention Schedule and monitoring subsequent destruction of records or transfer of records; managing the contract for shredding of confidential documents; purchasing of office shredders; coordinating the scheduling of appropriate training for agency records;; compiling and submitting required reports; and attending meetings and required trainings.
  
- 25%    **Forms Management** Assists/helps/supports the Department Forms Coordinator with the State Forms Management Program (SFMP) by: ensuring compliance with the SFMP; inventorying and establishing an ongoing system of controls; providing safeguards in all forms management activities for the protection of individual privacy and confidentiality of information; reviewing and approving requests for printing or creation of electronic versions of forms; ensuring forms meet required standards; ensuring discontinuance of obsolete forms; researching into forms management problems; conducting forms analysis for designing or redesigning the department’s forms; compiling and submitting required reports; attending meetings and required trainings.

### MARGINAL FUNCTIONS

- 5%                    Assisting the Procurement Officer with stock receiving.
  
- 5%                    Assisting the department’s Fleet Vehicle Coordinator with staff vehicle reservations and other vehicle duties.