

# Job Posting: Clerical Support

## Department of Justice

JC-294088 - Clerical Support  
SEASONAL CLERK

\$2,718.00 - \$3,065.00 per Month

**Final Filing Date: 4/4/2022**

### Job Description and Duties

Under the supervision of a Special Agent Supervisor (SAS), the Seasonal Clerk will assist with the routine preparation of case background and preliminary investigation by verifying Medi-Cal billings and subject identification. Conduct inquiries into various database systems; review data and/or files. Support the Special Agents by assisting with copying, labeling, tabbing and assembling exhibits, transcripts and other large, complex and multi-part documents, and filing documents. The Seasonal Clerk will also assist with typing investigative reports and correspondence; assist with maintenance, upkeep, and safe storage of materials and equipment utilized by law enforcement personnel.

In addition, the Seasonal Clerk will perform a variety of general receptionist duties which include, but are not limited to: answering a multi-line telephone and referring calls to appropriate staff; taking concise and detailed phone messages; directing visitors to the appropriate staff or office; typing, editing, and revising documents; processing and distributing mailings; alphabetizing and filing documents; scheduling and arranging conference rooms; operating facsimile and copy machines; completing daily courier/mail sorting and distribution; and conducting other duties as assigned.

### Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- [SEASONAL CLERK](#)

### Additional Documents

- [Job Application Package Checklist](#)

## Position Details

**Job Code #:** JC-294088  
**Position #(s):** 423-664-1120-901  
**Working Title:** **Clerical Support**  
**Classification:** SEASONAL CLERK  
 \$2,718.00 - \$3,065.00 A

**# of Positions:** 1  
**Work Location:** Orange County  
**Job Type:** Non-Tenured, Intermittent  
**Work Shift:** Day  
**Work Week:** Monday - Friday

## Department Information

- This position is located in the Division of Medi-Cal Fraud and Elder Abuse, Orange County Regional Office.
- For more information about the department, please visit the Attorney General's website at: [www.oag.ca.gov](http://www.oag.ca.gov).



## Special Requirements

- A fingerprint check will be required.
- Clearly indicate JC-294088 and the title of this position in the "Examination of Job Title(s) For Which You Are Applying" section located on the first page of your application.

## Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

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### Who May Apply

This is a non-testing Classification, therefore, anyone meeting the Minimum Qualifications listed on the Classification Specification may apply for this position. Individuals in specific programs, such as the Welfare to Work Program, are encouraged to apply and will be given priority according to the applicable Laws and Rules. Please note on your application your current participation in these programs.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

### How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting.

Application Packages may be submitted electronically through your CalCareer Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

### **Address for Mailing Application Packages**

You may submit your application and any applicable or required documents to:

Department of Justice  
Attn: Shelby Contreras (JC-294088)  
2329 Gateway Oaks Drive  
Suite 200  
Sacramento, CA 95833

### **Address for Drop-Off Application Packages**

You may drop off your application and any applicable or required documents at:

Department of Justice  
Shelby Contreras (JC-294088)  
2329 Gateway Oaks Drive  
Suite 200  
Sacramento, CA 95833  
09:00 AM - 04:30 PM

### **Required Application Package Documents**

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is required and must be included.
- Other -  
Click on the following link to complete the optional California Department of Justice Recruitment Survey: <https://www.surveymonkey.com/r/NC8SQ6N>

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

## **Desirable Qualifications**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Customer service skills
- Verbal/Written communication skills
- Organizational skills
- Respect for chain of command
- Ability to work well in a team setting
- Ability to follow directions
- Microsoft Word and Excel skills
- Accuracy
- Punctuality
- Reliability
- Honesty
- Ability to consistently work a minimum of 20 hours per week is preferable.

## Benefits

Benefit Information - Please access this link for information on benefits afforded to employees who work for the State of California - <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

## Contact Information

The Human Resources Contact is available to answer questions regarding the position or application process.

### **Human Resources Contact:**

Shelby Contreras  
(916) 559-6163  
Shelby.Contreras@doj.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

### **EEO Contact:**

EEO Officer  
(916) 210-7580  
EERROffice@doj.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## Additional Information on Application Filing

Please note, if using the United States Postal Services for delivery, there is no guarantee that your application will be date stamped and will arrive by the final filing date. If your application does not have a postmark or date stamp and arrives after the final filing date, your application will not be accepted. Therefore, to ensure timely delivery of your application, it is recommended that you use either electronic delivery, parcel services, or certified mail. Using one of these options will provide proof of delivery prior to final filing date.

## Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.