

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 5/04)

Classification Title Student Assistant (Criminal Justice, Construction Management, Business, Law, or a comparable major recommended)	Board/Bureau/Division Contractors State License Board (CSLB or Board) Licensing Division
Working Title	Office/Unit/Section / Geographic Location Experience Verification Unit / Sacramento
Position Number 622-218-4870-907	Effective Date

General Statement: The Student Assistant, under close supervision and in a learning capacity will perform administrative, research, and technical duties for the Contractors State License Board's Experience Verification unit within the Licensing Division. Incumbent will learn policies, procedures and techniques, while performing meaningful tasks which are valuable and necessary to the program. Duties include but are not limited to:

A. SPECIFIC ACTIVITIES [Essential (E) / Marginal (M) Functions]

100% (E) SUPPORT / RESEARCH / TECHNICAL WORK

- 30% (E) Conduct necessary research and apply established criteria, policies, procedures, and laws, such as the CSLB regulations and the Business and Professions Code to ensure relevance of all incoming documentation in support of the applicants claimed experience and ensure completeness of all incoming applications.
- 25% (E) Enter necessary experience and application information into the IWAS system and Microsoft Access. Distribute case files and incoming correspondence to appropriate staff person.
- 20% (E) Prepare and batch all acceptable documentation in support of licensee experience and other related documents for scanning into IWAS for subsequent electronic distribution to and processing by Deputies and Staff Service Analysts in the experience verification unit
- 20% (E) Prepare, verify, research, file, and photocopy reports and other documents as assigned by supervisor. Provide assistance to a variety of Licensing Division application units as necessary to verify the claimed experience of the applicants.
- 5% (M) Assist with other duties as needed, such as ordering of unit supplies, copying reports and exhibits, and creating file folders.

B. Supervision Received
Under the close supervision of the Staff Services Manager I.

C. Supervision Exercised
None

Student assistant - Experience Verification Unit

- D. Administrative Responsibility
None
- E. Personal Contacts
Has some contact with the public, contractors, applicants, and other CSLB personnel.
- F. Actions and Consequences
Must be able to research, evaluate situations, make decisions, and take appropriate action to assist the Deputies and SSA's. The accuracy and thoroughness of the work directly affects the ability of the Analysts to process documents in a timely manner.
- G. Functional Requirements
No specific physical requirements are present. The incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone are essential. Sitting and standing requirements are consistent with office work. Regular attendance and punctuality are an essential part of this job.
- H. Other Information
Act as back-up to other licensing units as needed.

I have read and understand the duties listed above and I can perform these duties without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Revised: 09/26/2014
Approved: 10/23/14 EF