



JOB OPPORTUNITY

OFFICE OF THE STATE PUBLIC DEFENDER

Classification: STUDENT ASSISTANT (CLERICAL)
Tenure: Temporary/Intermittent
Hours: Monday-Friday Various hours
Location: SACRAMENTO, CA

DUTIES AND RESPONSIBILITIES:

As Student Assistant (Clerical) for the Sacramento Law Office of the Office of the State Public Defender, the general duties of this position may include, but not be limited to:

- Answer and screen all incoming calls;
- Greet visitors and direct them to the proper person;
- Maintain employee sign in/sign out log;
- Open and process U.S. mail; bring mail to Post Office;
- Ship packages by UPS, Fedex, USPS, Golden State;
- General Clerical assistance;
- Filing;
- Preparing boxes of case materials for shipment to the State Records Center;
- Other duties as required.

DESIRABLE QUALIFICATIONS:

- **Customer service experience.**
- **Receptionist experience, including , including knowledge and experience with multi-line phones and good phone etiquette.**
- **Ability to work independently and in a team environment**
- **Good general computer skills.**
- **Detail oriented.**

Send an Application To: Human Resources
Office of the State Public Defender
770 L Street, Suite 1000
Sacramento, CA 95814

FINAL FILING DATE: Until Filled

Applications will be screened and only the most qualified applicants will be interviewed.

The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug free state 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. Released 10/05/2015