



SEASONAL CLERK

Monthly Salary: \$1,418.00 - \$1,620.00
(Hourly Rate: \$8.18 – \$9.35)

The Employment Development Department's Unemployment Insurance Branch (UIB) is accepting applications for Seasonal Clerks. The UIB, Call Center Operations in Oakland, Buena Park, Riverside, Sacramento, the Adjudication Center in Sacramento and are hiring Seasonal Clerks to work variable hours, Monday through Friday, (some Saturday work may also be possible.)

Locations of Work:

Oakland Call Center
Just South of Lake Merritt
P.O. Box 12906
Oakland, CA 94604
Positions available – 12
Contact: Roger Wood (510) 622-1162

Orange County Call Center (Buena Park)
Just North of Knottsberry Farm
P.O. Box 5007
Buena Park, CA 90622
Positions available – 10
Contact: Otis Clayton (714) 279-7232

Riverside Call Center
Just North of Columbia & Iowa
P.O. Box 12007
Riverside, CA 92502-2207
Positions available – 20
Contact: Isabel Soto (951) 782-3211

Sacramento Adjudication Center
In Elk Grove area
P.O. Box 599000
Elk Grove, CA 95758
Positions available – 2
Contact: Pam Root (916) 683-7524

Sacramento Special Claims Office
Near Sunrise Blvd. in Rancho Cordova
P.O. Box 599000
Elk Grove, CA 95758
Positions available – 2
Contact: Pam Root (916) 683-7524

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Position Information:

Tenure: Temporary

Time base: Intermittent – 0-40 hours per week

Work Days*: Monday through Friday, (some Saturday work may also be possible.)

Work Hours*: (Variable) A work day could begin at 8:00 AM and last until 5:00 PM. A work day could be less than 8 hours; but will likely not exceed 8 hours each day. Overtime on Saturdays may be possible and/or required.

Duration*: Beginning November 2009 through April 2010.

Seasonal Clerk employment may not exceed 1,500 hours in a calendar year.

**Subject to change as necessitated by the varying critical workload needs of the Call Center Operations. Potential for evening and weekend work hours if needed.*

Benefits:

Based upon the hours worked Seasonal Clerks earn sick leave, vacation leave, holiday leave, are paid for jury duty service and are entitled to industrial disability leave and temporary disability leave.

To qualify for a seasonal clerk position you must be able to:

- Read, write and speak English.
- Type
- Answer and talk on a phone using a headset.
- Have simple PC skills such as being able to type on keyboard and use a mouse.
- Follow directions

Desirable Requirements:

Must be able to talk on the phone using a headset, ability to access the Internet to EDD's Web Site, and type what the caller is telling you into an online form. Regular and consistent attendance is critical to the successful performance of this position due to the workload and time sensitive nature of the work.

Note: If you receive public assistance under "CalWorks Program" or "Temporary Assistance for Needy Families (TANF)" you will be given priority status. Make sure your employment application includes a letter from the County Welfare Department verifying your public assistance status. ***Priority consideration will be given to CalWorks/TANF eligibles.**



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HOW TO APPLY for SEASONAL CLERK Positions:

Complete the **Standard State Application**, which can be found at www.spb.ca.gov, and mail it to the work location(s) for which you are interested in working postmarked no later than Tuesday November 18, 2009:

Please send your completed application to the office where you would like to work and to the attention of the listed contact person for that office.

Question may be directed to the designated contact person, listed above, for the office you are interested in applying.

The Employment Development Department is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. 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.