

**ATTACHMENT 7 - SCOPE OF WORK  
(Appendix A-1 Of Agreement)**

**SCOPE**

The work under this section includes furnishing all supplies, labor, equipment, and performing all operations in connection with providing temporary staffing services to expeditiously supply the Court with high-quality, cost-effective, to fill temporary clerical positions in multiple locations.

**LOCATIONS**

This RFP will cover temporary staffing service needs for the Court located at the following addresses:

939 W. Main Street  
El Centro, CA 92243

220 W. Main Street  
Brawley, CA 92227

1625 W. Main Street  
El Centro, CA 92243

2124 Winterhaven Drive  
Winterhaven, CA 92283

Locations are subject to change.

**DESCRIPTION OF SERVICES AND DELIVERABLES**

- Proactively source, recruit and maintain a network of quality candidates for consideration.
- Staff temporary job openings, on request and within the requested time frame, with individuals who possess the required qualifications to perform the assignment to the fullest capacity.
- Provide regular follow-up with Human Resources on temporary positions that have not been filled or require replacement temporary staff.
- Provide and conduct background checks, thorough past employee references and drug testing for selected candidates within a reasonable time frame prior to start date of assignment. The sensitive nature of the work conducted by the individual at the Court requires that an investigation into criminal and motor vehicle convictions be conducted on all individuals assigned. All convictions must be reported to the Court in order to determine whether the individual is eligible for hire. The Court will reimburse the temporary staffing agency for any fees associated with the background check of the temporary employee hire.

- Upon Court request, staff with individuals listed on Court eligibility lists (contingent upon passing background checks). This provides individuals with experience that will help both the individual and Court if a future permanent position becomes available.
- Provide a consistent, accessible, point of contact to support the account, allowing the Court to interview potential replacements in the event that a change of point of contact is required.
- Provide monthly temporary staff report which includes at least:
  - Name of employee
  - Department in which employee worked
  - Dates worked
  - Billing Rate
  - Total hours worked
  - Total invoiced

### **LIST OF POSITIONS**

No positions are required to drive while on Court business. However, the individuals assigned to the temporary position may be asked to start or end work in multiple locations within the Imperial County not to exceed a 30 mile radius.

The following is a description of the positions for which the Court is seeking temporary staffing needs:

**Records Clerk** – Retrieves and files documents in alphabetical or numerical order into case files. Cleans and maintains filing space and moves files as necessary to accommodate for new files. Delivers records to department staff. Identifies records ready for destruction in accordance with the Court's policy. Prepares appropriate paperwork in order to track destruction records and dates. May work with electronic storage media to scan documents into the computer system using a scanner.

**Clerical Assistant** – Performs a variety of clerical tasks including answering phones, entering data into computer system, responds to requests for information, opens and sorts incoming mail and processes outgoing mail. Copies and distributes documents and performs data entry as necessary.

**Accounting Clerk** – Performs basic accounting support activities such as reconciling bank statements, reviewing cases, processing refunds, and researching discrepancies. Updates and maintains accounting and billing files and records. Enters, posts, and verifies accounting, financial or case management data in the general ledger. Compiles, generates and distributes reports.