**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**JUSTICE DATA AND INVESTIGATIVE SERVICES BUREAU**

**CRIMINAL JUSTICE DATA BRANCH**

**CRIMINAL JUSTICE STATISTICS CENTER**

**JOB TITLE:** Office Technician (Typing)

**POSITION NUMBER:** 420-701-1139-023

**INCUMBENT:**

**STATEMENT OF DUTIES: T**he Office Technician (OT) is the primary attendance coordinator for the Criminal Justice Statistics Center (CJSC) and must maintain a working knowledge of the Department’s attendance reporting practices as well as workers’ compensation, Family Medical Leave Act (FMLA), and reasonable accommodation policies and procedures. The OT is responsible for completing JUS-634 forms, filing of personnel documents, preparing hiring and separation documents, and other personnel-related duties. The OT also provides general support services for the management and supervisory staff of the unit and assists with special projects such as data tracking, proof reading documents, the creation of spreadsheets, charts/graphs, and ordering supplies, forms, equipment, and facility repairs. The OT will utilize a personal computer with specific software, including but not limited to, Microsoft Excel and Microsoft Word and must work independently, being able to prioritize and perform work assignments according to urgency and importance. Possession of tact, discretion, good interpersonal skills, sound judgment, and knowledge of Division and Departmental policies are essential to this position.

**SUPERVISION RECEIVED:** Reports directly to the Staff Services Manager II.

**SUPERVISION EXERCISED:**  None.

**TYPICAL PHYSICAL DEMANDS:** The physical ability to sit at an ergonomic personal computer workstation for extended periods of time while keying in data and to lift, carry, and move up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** Modular workstation in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

40% Maintains personnel attendance records, verifies lab report balances monthly to insure accurate time accruals, reports dock to personal, completes all SDI/NDI and 1421 paperwork (if needed) requested, resolves discrepancies with employee time with the Department’s Office of Human Resources (HR), and maintains program personnel files ensuring they are up-to-date and accurate, and assists with processing and tracking annual probation reports.

20% The OT also requests and completes all new hire packets, prepares and completes all separating employee and retirement paperwork. The OT will be the liaison between HR and the employee with regards to health enrolment forms and employee actions request forms. Assists employees with all health, flex (annually), dental, 401 and any plan enrollment.

20% Provides CJSC managers and supervisors with administrative support such as tracking Division and Bureau assignments, requests, and other general clerical duties such as copying, sorting, and filing.

10% Tracks ergonomic requirements for staff and order the appropriate equipment or furniture. Prepare building maintenance, telephone, computer and other work orders. Create and track all of the CJSC Purchase Requisition Forms (PRF’s) for ordering supplies including envelopes, office supplies, books, equipment, and equipment contracts. Receive and review all orders and supplies and disperse accordingly.

10% Performs data entry and updates based on Program needs. As assigned by management, completes special projects that may include data gathering, creation of spreadsheets, graphs, proofreading documents and presentation materials.

*I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.*

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