**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**OFFICE OF THE ATTORNEY GENERAL**

**EXECUTIVE OFFICE**

**INCUMBENT:** Vacant

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

**STATEMENT OF DUTIES**: Under the general direction of the Special Assistant to the Chief Deputy and the immediate supervision of the Staff Services Manager, the Office Technician performs a variety of administrative support services for the Attorney General and Chief Deputy’s Executive office. Duties are performed independently, requiring a high degree of initiative, professionalism, tact, discretion, knowledge of complex office policies and procedures and appropriate secretarial practices. The ability to communicate effectively and work under pressure is critical in this position.

**SUPERVISION REQUIRED**: Reports directly to the Staff Services Manager.

**SUPERVISION EXERCISED**: None

**TYPICAL WORKING CONDITIONS:** Cubicle or open work space in a smoke-free environment.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit at a computer screen for extended periods of time, ability to type on a computer keyboard for extended periods of time, ability to rotate and work at different computer workstations at various times, ability to type 40 wpm, and lift up to 25 pounds.

**ESSENTIAL FUNCTIONS:**

45% Provide secretarial support to the Special Assistant, Executive Manager and the Chief Deputy’s Administrative Assistants. Schedule appointments, gather background material, and prepare travel expense claims. Perform data entry in Word and maintains tracking logs in Excel. Coordinate complex multi-party conference calls and set up video conference meetings. Track correspondence for administrator’s reply in order of priority with appropriate background material attached for reference. Handle the routing of incoming and outgoing mail, packages, filing, and scanning a variety of correspondence, reports and spreadsheets. Perform a wide variety of duties which include, but are not limited to: sort and prioritize incoming correspondence; revise outgoing correspondence for consistency with departmental policy as well as format and grammatical construction; photocopying; screen incoming calls; type sensitive and complex memos, letters and reports; maintain files and filing systems; and handle several telephone calls simultaneously.

35% As attendance coordinator for Directorate, post or verify alternate work schedules, weekends, and holidays on 634s before distribution; track leave balances and assist employees with pay and leave balance questions. Assist employees with health benefit coverage inquiries and process completed paperwork. Complete leave separation paperwork and ensure that leave balances are reconciled with the Office of Human Resources, and provide a copy of all forms to the Executive analyst that handles personnel.

20% Prepare appropriate forms for purchasing and process purchase orders. Maintain and stock supplies for the office. Maintain and operate all office equipment (copy machine, network printers, scanner, etc.) and provide assistance and training to office staff.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)

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Employee’s Signature Date Supervisor’s Signature Date