



State of California  
 Department of Corrections and Rehabilitation California  
 State Prison – Solano  
 Division of Business Services

## Duty Statement

<b>Incumbent:</b>	<b>Location:</b> Business Services – Garage & Warehouse
<b>Position Title:</b> Warehouse Office Technician (Typing)	<b>Classification:</b> Office Technician (Typing)
<b>Position Number:</b> 674-243-1139-801 <b>Work Hours:</b> Varies; <b>RDO's:</b> S/S/H	<b>Supervised By:</b> Warehouse Manager II

General Description: Under the general supervision of the Warehouse Manager II, the Warehouse Office Technician (Typing) is responsible for detailed assignments with a high degree of initiative, independence and originality. The Warehouse Office Technician (Typing) is responsible for utilizing various computers programs, maintaining files; applying specific rules, policies and procedures answer phones and processing mail.

Percentage    Duties

- 30%            Provide clerical support for the warehousing and distribution operation. Review purchasing and receiving documents for accuracy and completeness. Enter purchase requisitions in the Business Information System (BIS)
- 25%            Enter goods receipts and issues into BIS. Work with the Procurement Office and various Regional Accounting Offices to ensure purchasing and receiving information is entered correctly in BIS. Maintain and update filing system for the Support Warehouse.
- 25%            Provide telephone coverage for the support warehouse. Receive telephone calls and route appropriately or takes messages. Assist the Warehouse Manager II in the preparation of special reports and documents needed.
- 15%            Type miscellaneous correspondence and perform general clerical duties as needed by the warehouse Manager II.
- 5%              Daily distribution of mail for the Support Warehouse, Canteen, and Procurement Office.

*I have read and understand the duties above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your supervisor. If you are unsure whether you require reasonable accommodation, inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name (print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have discussed the duties with and provided a copy of this duty statement to the employee named above.*

Supervisor Name (print): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_