



## DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 04/08/21	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-032-1139-002	
BUREAU/UNIT Learning Technology Resources		CLASS TITLE Office Technician (Typing)	CBID R04
INCUMBENT		WORKING TITLE Bureau Secretary	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Bureau Chief, the Office Technician (Typing) provides clerical and administrative support to the bureau. The incumbent ensures all bureau staff have the resources needed to accomplish their tasks. The incumbent provides information to callers based on the knowledge and application of detailed regulations, policies and procedures and independently originates correspondence for staff and Bureau Chief signature. Good judgment, good time management, and the ability to communicate effectively are of primary importance at this level.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
	<b>ESSENTIAL FUNCTIONS</b>		
45%	Provides clerical support for the bureau; maintains bureau attendance records; determines distribution and tracking of incoming correspondence; answers telephone calls for the bureau and provides appropriate information; routes all incoming calls to the appropriate individual within the bureau or appropriate Commission on Peace Officer Standards and Training (POST) staff; collects, opens, date stamps and distributes all incoming bureau mail accordingly; collects and distributes all outgoing mail including packages and products; i.e., videos (DVD).		
30%	Prepares and processes Letters of Agreement, course rosters, and invitation letters for seminar/workshop attendees; creates forms; creates spreadsheets for tracking bureau projects and budget; composes correspondence for signature; prepares and reviews consultant's seminar/workshop attendees travel expense claims for accuracy; prepares and/or scans, photocopies, assembles and distributes reports and/or handouts as needed.		
10%	Maintains subject matter expert database and other computer files; performs data entry while ensuring accuracy of information.		
10%	Coordinates facility and other arrangements for workshops; communicates with venue locations to ensure adequate space, availability, and other professional needs.		
5%	Maintains bureau filings to include statistical records, records retention schedules, equipment and supply inventory; initiates STD. 5, Intra-Office Requisition (purchase requisitions) to replenish specialized equipment and supplies.		
	<b>NON-ESSENTIAL FUNCTIONS</b>		
	N/A		

**WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):**

**WORK ENVIRONMENT**

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position is located in West Sacramento. This position is may be eligible for telework.

Some travel may be required (e.g., travel to off-site bureau conferences or meetings or training and provide assistance to POST as necessary).

**PHYSICAL ABILITIES**

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

**CONFLICT OF INTEREST (if applicable):**

Conflict of Interest Filing (Form 700) required       Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

**To be reviewed and signed by the supervisor and employee:**

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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**EMPLOYEE'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR**
- I HAVE RECEIVED A COPY OF THE DUTY STATEMENT**
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION**
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE
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