

OFFICE ASSISTANT / TECHNICIAN (T)
Business Services Division / Procurement
DUTY STATEMENT

Job Title: Office Assistant/Technician (T)
Position #: 095-261-1379/1139-809
Division: Administration
Department: Procurement & Warehouse
Reports To: Business Services Officer I
Prepared By: Robin Arvizo
Prepared Date: May 13, 2020
Approved By: MAK

SUMMARY:

Under the general direction of the Business Services Officer I, this position is expected to exercise a high degree of initiative and independence in assuming responsibility for providing overall clerical support.

Duties include, but are not limited to the following:

- 40% Input data into the computer resulting from new purchases, receiving of commodities ordered, inventory of these commodities and the delivery of same.
- 20% Type all monthly Materials Management reports and reconciliations.
- 10% Handle in-house calls regarding invoices, purchase orders, shipping dates, and other related items pertinent to the Warehouse. Responsible for the filing of all open and closed Purchase Orders.
- 10% Responsible for the mail run, which includes sorting and distributing Warehouse, Accounting, and Procurement mail.
- 10% Assist the Warehouse Manager with physical injuries and maintain all Materials Management information.
- 5% Additional typing duties as designated by the Supervisor.
- 5% Attends all training, meetings, and seminars as needed or required. Performs other related duties as assigned.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None noted.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Office Assistant (Typing): Either I: One year of experience in California state service performing the duties of an Assistant Clerk. Or II Education: Either equivalent to completion of the twelfth grade; or completion of a business school curriculum; or completion of a clerical work experience training program

such as those offered through the Welfare Reform Act. (One year of clerical work experience may be substituted for the required education.)

Office Technician (T): One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B; or, two years of experience in typing and clerical work.

KNOWLEDGE AND ABILITIES: Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

LANGUAGE SKILLS: Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence – and perform general clerical work.

REASONING ABILITY: None noted.

CERTIFICATES, LICENSES, REGISTRATIONS: Typing Certificate.

OTHER SKILLS AND ABILITIES: Ability to maintain regular attendance and to be punctual.

SPECIAL PERSONAL CHARACTERISTICS: A demonstrated interest in assuming increasing responsibility.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

N/A: Activity or condition is not applicable

Standing: Occasionally - to utilize a photocopier, to file, shred, or confer with other staff.

Walking: Occasionally - to access printouts from the printer, obtain files or supplies, or confer with other staff.

Sitting: Constantly - to operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.

Lifting: Occasionally - to move paperwork, files, binders and office supplies weighing up to five pounds. A stack of files weighing up to 10 pounds may be very occasionally lifted.

Carrying: Occasionally - to move the above noted items short distances within the office.

Bending/Stooping: Occasionally - to access forms under a counter, or supplies or files on lower shelves or in lower drawers. Slight bending at the waist and neck may occur frequently during the day while working at a desk over paperwork.

Reaching in Front of Body: Frequently - to access a computer keyboard, answer a telephone, review files, operate a photocopier, or retrieve items from shelves or drawers.

Reaching Overhead: Occasionally - to retrieve files from the top shelves of a five-shelf vertical file.

Climbing: To utilize stairs

Balancing: To maneuver the uneven terrain in and around the institution.

Pushing/Pulling: Occasionally - to open and close drawers and binders.

Kneeling/Crouching: N/A.

Crawling: N/A

Fine Finger Dexterity: Frequently - to sort through paper, operate a computer and ten-key, and write notes.

Hand/Wrist Movement: Frequently - to operate a computer, telephone, photocopier, ten-key and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to write notes.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: N/A

Hearing/Speech: Occasionally - to communicate with co-workers and by telephone.

Sight: Constantly - to access a computer, read, review and generate paperwork.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Office Assistant / Technician (T) works in an open office area where each employee has their own desk area. Floors are carpeted/linoleum covered concrete and lighting is florescent. Temperatures are thermostatically controlled. The Office Assistant / Technician (T) may occasionally walk outside to obtain paperwork from another office.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Telephone, electric typewriter, personal computer, printer, 10-key, copy machine, shredder, hole punch, paper cutter, and fax machine.

COMMENTS: Work hours are from 7:00 a.m. to 3:00 p.m., Monday through Friday.

Information for this document was obtained by reviewing the State Personnel Board specification for this classification and through observation of duties as they are currently performed.

EMPLOYEE COMMENTS:

Print Employee's Name

Employee's Signature

Date

Supervisor's Statement: I have discussed the duties of the position with the employee.

Print Supervisor's Name

Supervisor's Signature

Date