

POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21)



NAME Vacant	EFFECTIVE DATE
CLASSIFICATION TITLE Office Technician (General)	POSITION NUMBER 410-114-1138-003
WORKING TITLE Business Services Technician	DIVISION/OFFICE/UNIT/SECTION Admin – Business Operations/General Services
BARGAINING UNIT R-04	GEOGRAPHIC LOCATION San Diego

General Statement: Under the direction of the Business Service Officer I, the Business Services Technician is responsible for mailroom operations, supply management, and distribution, for the General Services Unit (GSU). The office duties include, but are not limited to the following:

A. Duties [Essential (E) / Marginal (M) Functions]:

30% Mail Operations [E]

Receives incoming mail from the US Post Office, overnight couriers, and interoffice and interagency mail. The incumbent is responsible for sorting and placing mail into the appropriately addressed mail bins and opening mail not addressed to a particular program or person for routing purposes; processes outgoing mail through US Postal Services (USPS), United Parcel Service (UPS), and General Logistic Systems (GLS) courier services. Operates the mailroom equipment, which includes the postal mailing machine, postal scale, postal meter, and mail opener; provides a monthly postage usage report. Responsible for placing service calls.

25% Receiving [E]

Coordinates and performs receiving functions in the San Diego office, including receiving incoming modular furniture, equipment, and supplies. Files and maintains Purchase Order (PO) documents received from Business Services Office (BOO); signs for and receives items, checks shipments against packing slips and PO documents. Check shipments for discrepancies, accurate quantities, and items that may be damaged or incorrectly shipped. Notifies BOO and Accounting when discrepancies occur; generates receipts in FI\$Cal, prepares and forwards Stock Received Reports, including any invoices and/or packing slips to accounting. Maintains copies of all receiving documents for auditing purposes. Coordinates with department staff and vendors to research and remedy discrepancies. Assembles items that are shipped in parts, places department asset tags on equipment, and records serial numbers and other pertinent information.

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25% Supply Room [E]

Creates and maintains inventory control and record-keeping systems for office supplies; maintains and updates the department’s internal supply catalog; maintains databases/spreadsheets to track inventories and usage. Prepares requisitions and orders supply room items for replenishment as needed. Stocks shelves and distributes supplies to staff in the San Diego office.

15% Property/Equipment [E]

Controls asset tags and New Property Receiving form, inputs data into the property registry, and maintains the property queue; monitors the useful life of equipment items. Determines the appropriate disposal of surplus property and prepares survey and transfer-of-location documents as needed. Prepares various reports (e.g. office machine repair and copier inventory report). Monitors inventory of chairs including chair replacement, repairs, and survey maintenance.

5% Performs other related duties as required [M]

Performs other projects and tasks related to the Department’s business services operations. This may include, but not be limited to, recycling, merit awards, and equipment maintenance.

B. Supervision Received

The Office Technician reports directly to and receives most assignments from the Business Services Officer I. However, direction and assignments may also come from the Staff Services Manager I.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The Office Technician interacts with peers and departmental staff of all levels within the DFPI during their duties.

F. Actions and Consequences

Consequences to the unit and/or Department/Division if the job is performed inadequately include the incorrect reporting of property and inventory totals, documents destroyed incorrectly or at the wrong time, property and equipment being stock received incorrectly, and time-sensitive material being delayed to staff and a delay

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of checks to the Accounting Division. The magnitude of these types of errors can be significant to the Department.

G. Functional Requirements

The incumbent works in an office setting, with artificial light and temperature control. The use of a personal computer, telephone, copier, and mail machine is essential to the duties of this position. The position requires bending and stooping to retrieve supplies and equipment, sitting, and standing consistent with office work, and light lifting of no more than 35 lbs.

H. Other Information

Regular attendance and punctuality are essential for this position. The incumbent is expected to provide excellent customer service to co-workers, customers, and clients and possess the ability to work independently as well as a team member. Incumbents must have good interpersonal and communication skills, the ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. The incumbent is required to analyze, review, and read records/documents, research, compose, analyze, compile, and update technical documents and forms.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary or are unsure, discuss your concerns with the hiring supervisor. The hiring supervisor will discuss your concerns with the Health & Safety analyst.)

Employee Signature Date

Employee's Printed Name, Classification

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

Supervisor Signature Date

Supervisor's Printed Name, Classification