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|  | [x] Current [x] Proposed |
| STATE OF CALIFORNIACalifornia Victim Compensation BoardRev. 09/17 |  |
| **DUTY STATEMENT** |
| EMPLOYEE | RPA # / JOB CONTROL #19-023 / JC 126762 |
| VACANT |
| POSITION NUMBER | CLASSIFICATION | WORKING TITLE |
| 040-130-1138-001 | Office Technician (General) | Clerical Support |
| DIVISION | BRANCH | CBID | WWG |
| Office of Policy and Outreach | Public Affairs and Outreach Section | R04 | 2 |
| WORK DAYS | WORK HOURS | TENURE | TIME BASE |
| Monday – Friday  | Supervisor Discretion | Permanent | Full-time |
| **CONFLICT OF INTEREST CLASSIFICATION** |
| This position is designated under the Conflict of Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment. |
| Conflict of Interest Classification? [ ]  Yes [x]  No |
| **DEPARTMENT OVERVIEW** |
| The California Victim Compensation Board (CalVCB) is a state program dedicated to providing reimbursement for many crime-related expenses to eligible victims who suffer physical injury or the threat of physical injury as a direct result of a violent crime. CalVCB funding comes from restitution paid by criminal offenders through fines, orders, penalty assessments and federal funds.Our mission is to assure the rights of victims of crime by providing responsive financial compensation through a stable restitution fund. CalVCB is a special funded department under the direction of the Government Operations Agency. |
| **EMPLOYEE ACKNOWLEDGEMENT** |
| I have read and understand the duties of this position and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights). |
| EMPLOYEE’S NAME (Print) | EMPLOYEE’S SIGNATURE | DATE |
| Vacant |  |  |
| **SUPERVISOR ACKNOWLEDGEMENT** |
| I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement. |
| SUPERVISOR’S NAME (Print) | SUPERVISOR’S SIGNATURE | DATE |
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| STATE OF CALIFORNIA California Victim Compensation Board**DUTY STATEMENT**(REV. 09/17) **RPA 19-023** |
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| **GENERAL STATEMENT** |
| Under the general direction of the Information Officer II, the Office Technician (General) is responsible for administrative support to the Office of Policy and Outreach Branch, which includes ordering office supplies, placing and tracking all purchase orders, scheduling meetings, filling out training requests, tracking purchase orders and supporting the team as needed.  |
| **% OF TIME PERFORMING DUTIES** | **ESSENTIAL FUNCTIONS** |
|  | The performance of duties will be accomplished in accordance with CalVCB policies and in compliance with the established rules and standards governing the program. Candidates must have the ability to perform the following essential functions with or without reasonable accommodations. |
| 30%20%25%15%10% | **ESSENTIAL FUNCTIONS:**Provides all administrative functions for PAO, including maintaining and stocking all office supplies, which involves coordinating with Business Services Branch (BSB) in the ordering of additional supplies. Supports PAO staff in coordinating travel arrangements by making reservations, as needed. Process and manage all purchase and training requests. Tracks and reports on division expenditures. Serves as liaison to Administration and Finance Division and BSB. Handles all material requests (internal and external) to completion. Documents distribution of materials utilizing an excel spreadsheet. Reports on publication inventory and makes recommendation on printing needs to the Staff Services Analyst (SSA). Assists the SSA with preparing materials to ship for events, tracking costs of outreach and onsite support. Supports Speakers’ Bureau by fulfilling material requests, researching venues and other assigned duties. Supports Partnership Database project with various duties. Maintains and tracks entry of contact information from stakeholders obtained through events, trainings, research and other sources. Builds out multiple contact lists on a regular basis and/or identifies new lists to develop. Benchmarks best practices and reports out on projects success. Supports Constant Contact distribution efforts as needed. Ensures problems and or issues are resolved in a timely fashion. Supports other team members as needed.Researches daily news stories and then prepares Morning Coffee news clip service for distribution. Acts as back up to the lead. Handles archiving Morning Coffee clips for a 6-month period. Other duties assigned, but not limited to, support on communications projects, notetaking, event support and research.  |
| **DESIRABLE QUALIFICATIONS** |
| * Effectively operate a computer using the following software programs: Microsoft Word, Excel, Outlook, and Access.
* Ability to develop statistical data and evaluate results.
* Ability to apply and interpret policies, regulations, and laws.
* Ability to take and follow verbal or written direction from supervisors/managers.
* General knowledge of the California Victim Compensation Division program to be able to establish program goals/objectives, identify/resolve program issues, etc.
* General knowledge of the formal and informal aspects of the legislative process in order to analyze proposed legislation impacting the department.
* General knowledge of the department’s mission, goals and policies to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the unit and/or division.
* General knowledge of governmental functions and organization at the State and local level to maintain and foster a good working relationship with our clients.
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| **PERSONAL CHARACTERISTICS and EXPECTATIONS** |
| * Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
* Ability to effectively handle stress and deadlines in a fast-paced work environment.
* Ability to problem-solve and use critical and creative thinking to effectively perform work.
* Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels.
* Communicate successfully in a diverse community as well as with individuals from varied backgrounds.
* Understand, follow and enforce all safety rules and procedures.
* Be supportive of management and coworkers.
* Maintain the confidence and cooperation of others.
* Ensure deadlines are met.
* Manage multiple & changing priorities.
* Maintain acceptable, consistent, and regular attendance.
* Develop and maintain knowledge and skill related to the job.
* Complete assignments in a timely and efficient manner.
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| **PHYSICAL ABILITIES** |
| * Typical work requires prolonged sitting using a computer and telephone.
* Common eye, hand, and finger dexterity is required for most essential functions.
* Grasping and making repetitive hand movements in the performance of daily duties.
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