

POSITION DUTY STATEMENT

DFPI HRO 203 (Rev. 1-21)



EMPLOYEE		CLASS TITLE: Office Technician (Typing)		WORKING TITLE: Office Technician	
DIVISION OR UNIT: Legal: Securities Regulation		POSITION NUMBER: 410-103-1139-006		COLLECTIVE BARGAINING: R04	MCR:
EFFECTIVE DATE:		CONFLICT OF INTEREST CATEGORY:		PROBATION: 6 Months	
SALARY: \$3,144 - \$3,935		RANGE: A		IMMEDIATE SUPERVISOR (Print) Sherry Milloy, SSMI	
WORK SCHEDULE:				DAILY HOURS:	
Mon <input type="checkbox"/>	Tues <input type="checkbox"/>	Wed. <input type="checkbox"/>	Thurs. <input type="checkbox"/>	Fri. <input type="checkbox"/>	Start: a.m. Finish: p.m.
1. Supervision Received: Under supervision of the Staff Services Manager I, the Office Technician is responsible for providing general clerical support, document preparation and record keeping.					
2. Supervision Exercised: None					
3. Physical Demands: The position is located in a high-rise office building. The incumbent will be expected to sit for long periods of time with the predominance of work completed via computer. The office environment requires the employee to work under artificial light with controlled temperature. The position requires occasional movement of items approximately 10-15 pounds.					
4. Job Description: (Percentage of time performing each function)					
<i>Percent of Time</i>	ESSENTIAL FUNCTIONS				
45%	The incumbent will receive, scan and process assigned franchise or securities applications or exemption notices, advertisements and responses on a daily basis according to the Securities Regulation Unit's support staff policies and procedures in order to create and maintain an accurate record of filings in DocQNet.				
20%	The incumbent will create and send notification of deficient filings to notice filers using the approved template and in accordance with the Securities Regulation Unit's support staff policies and procedures.				
15%	The incumbent will create a detailed and accurate record of all payments received by the unit for various filings in accordance with the best practices established by the Department's Accounting Office. This includes reconciling information from DocQNet generated payment reports and Golden Rod forms issued by Accounting.				
10%	The incumbent will receive and distribute the unit's mail on a daily basis providing an accurate and complete account of items received to the Staff Services Manager I and other staff.				
5%	The incumbent will provide reception services for the department by greeting customers and providing them with appropriate information or direction to address their needs.				
<i>Percent of Time</i>	NON-ESSENTIAL FUNCTIONS				
5%	Performs other job-related duties as required.				

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PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.					X
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.					X
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.			X		
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.				X	
SITTING: At a computer terminal or desk; conferring with employees.					X
STANDING:		X			
BALANCING:	X				
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.					X
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.					X
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.					X
LIFTING UP TO 10 LBS. OCCASIONALLY:		X			

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PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:		X			
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	X				
FINGERING: Pushing buttons on telephone; typing; copying.				X	
REACHING: Answering phones.			X		
CARRYING: Distributing mail; reports; stocking supplies.		X			
CLIMBING: stairs	X				
BENDING AT WAIST:	X				
KNEELING:	X				
PUSHING OR PULLING:	X				
HANDLING:	X				
DRIVING:		X			
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.					X
WORKING INDOORS:					X
WORKING OUTDOORS:	X				
WORKING IN CONFINED SPACE: Enclosed office environment.					X

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SIGNATURES

Certification of Applicant/Employee

*Note – **Do not** sign certification if you have any concerns regarding your ability to perform the essential functions of this position. Contact the DFPI Human Resources Office for additional information.*

I certify that I possess essential personal certifications 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.

I have read and discussed these duties with my supervisor.

Employee's Signature

Date

Civil Service Title

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title

Position classification approved:

Personnel Analyst's Signature

Date