

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Lahontan Water Board	UNIT Admin	POSITION # 880-160-1139-708	DATE 6/7/2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Office Technician (Typing)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Eric Shay			
CURRENT CLASSIFICATION OF SUPERVISOR Staff Services Manager I		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
N/A		N/A	
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
30%	<p>Under the supervision of a Staff Services Manager and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include:</p> <p>Use Microsoft Office (Word, Excel, PowerPoint) and Adobe Acrobat to type and finalize all tentative and proposed agenda items for the monthly Board meetings, which include Executive Officer reports, waste discharge requirements, enforcement actions, resolutions, public hearing notices, rescissions, and correspondence to the appropriate parties. Responsible for the activities involved in producing the monthly Board meeting agenda, which includes tracking the status of agenda items; and copying, collating, and distributing the finalized agenda packets. Finalize the adopted items after each Board meeting, which includes assigning board order numbers, incorporating Board-authorized changes, and distributing the final documents via mail and/or email to the project proponents and appropriate staff. Submit documents for posting to Lahontan internet website. Responsible for keeping accurate, up-to-date electronic records of all items in the monthly Board meeting agendas and purging of records as established by internal procedures.</p>		
25%	<p>Attend to daily correspondence using Microsoft Office and Adobe Acrobat. Type from both handwritten and typed drafts as well as oral instructions. Correct documents proofed by staff. Proofread and submit documents in final form for signature. Mail finalized documents and route copies to appropriate staff and file locations. Distribute electronic documents via various LYRIS lists. Update internal administrative documents.</p>		
20%	<p>Review Microsoft Office and Adobe Acrobat documents to ensure web accessibility compliance so that people with disabilities can perceive, understand, navigate, and interact with the region's documents. Use Microsoft Word features such as styles and</p>		

<p>15%</p>	<p>document formatting to comply with document accessibility guidelines. Remediate Adobe Acrobat documents by systematically reviewing and modifying the PDF tag structure, including text, tables, lists, links, figures, footnotes, table of contents, and bookmarks. Ensure timely remediation of documents for posting to the region's website.</p> <p>Assist staff in a variety of areas, including, but not limited to, providing Microsoft Office assistance; photocopying; logging and distributing faxes; opening, logging, and distributing mail; greeting the public; and answering phones. Assist the public with file reviews. Deliver mail and packages between the region's two South Lake Tahoe offices. Keep supply room, copy room, reception area, shared office spaces, copiers, fax machines, and printers neat, orderly, and stocked (may require occasionally lifting or moving boxes up to 40 lbs. in weight). Schedule equipment for servicing. Use a variety of means of communication (such as in person, phone, email, and Microsoft Teams chat) to work cohesively as a team with admin staff on shared assignments. Provide cross-training and share knowledge with other staff. Assist the Executive Assistant at regional board meetings. Assist the Staff Services Manager with special projects. Act as backup for other administrative staff in the region as needed.</p>
<p>5%</p>	<p>Perform data entry into California Integrated Water Quality System (CIWQS), Electronic Content Management System (ECM), training log, and other internal systems using Microsoft Excel and other internal databases. Upload documents into ECM, query ECM database, and retrieve documents from ECM. Work with staff to improve data quality and to correct errors in data input. Scan, tag, and route documents according to established workflow procedures.</p>
<p>5%</p>	<p>Perform other duties as required.</p>
<p>Employee Signature: _____ Date Signed: _____</p>	