Working Title of Position
Office Technician

Division and/or Subdivision
Office of the State Fire Marshal/Support Services Division

Location of Headquarters
Sacramento

Class Title of Position
Office Technician (Typing)

Position Number
543-500-1139-003

Effective Date
June 2022

Percentage of Time Required
Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

40%
Under the general supervision of the Staff Services Manager I (SSM I), for the Office of the State Fire Marshal's (OSFM) Support Services Unit, the Office Technician (Typing) is responsible for general office support and customer service while performing the following duties:

*Answer, screen, and direct telephone calls from the public for all the divisions within the OSFM and complete various clerical related requests from OSFM program staff. Maintain OSFM’s shipping and receiving area as it relates to the distribution of mail, and recycling products (cardboard, old cell phones, batteries, toner, etc.). Act as the primary point of contact for issues pertaining to building, maintenance, purchases related to landline, Wi-Fi, and cell phone services for the entire OSFM staff.

30%
*Track, monitor, and log IT equipment for Support Services and Senior Staff, adhering to all IT policies and procedures when ordering equipment. Serve as the Unit back-up as Timekeeper for Support Services. Order office supplies as a state certified purchaser and assist with additional clerical assignments with manager approval. Act as the primary backup for the proper handling of the deposits for various OSFM Divisions.

20%
Provide general clerical assistance to various programs such as performing routine word processing and typing duties ensuring that documents comply with CAL FIRE’s Secretary Correspondence Handbook. Assist with filing, copying and with mass mailings by stuffing envelopes, printing, and affixing mailing labels.

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment: Ability to Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☑ Posted to Directory

Initials and date
**Working Title of Position**  
Office Technician

**Percentage of Time Required**  
Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

<table>
<thead>
<tr>
<th>Percentage of Time Required</th>
<th>Duties and Responsibilities</th>
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<tbody>
<tr>
<td>10%</td>
<td><em>Perform other job-related duties and special projects as assigned.</em></td>
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**Desirable Qualifications:**

- Experience with Microsoft Office Suite
- Excellent Customer Services skills

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**Employee Signature**  
Date

**Supervisor Signature**  
Date

**Personnel use only**

- [ ] Posted to Directory

Initials and Date