

## Department of Toxic Substances Control

### Position Duty Statement



<b>Classification Title</b> Office Technician (Typing)	<b>Department</b> Department of Toxic Substances Control (Department)
<b>Working Title</b> N/A	<b>Office/Unit/Section/Geographic Location</b> Office of Legal Counsel/Sacramento
<b>Position Number</b> 810-410-1139-002	<b>Effective Date</b>

General Statement: Under the general direction of the Legal Support Supervisor, the Office Technician (Typing) performs general office duties including typing, mail and document handling, document preparation and review, composition of correspondence, recordkeeping, and ordering and maintaining supplies and equipment in the Office of Legal Counsel (OLC). Specific duties include, but are not limited to the following:

A. Specific Activities: Essential (E) / Marginal (M) Functions

- 35% (E) Documents and Filing**  
Types, formats, files, and independently prepares routine correspondence, form letters, legal notices, memoranda, and other documents, and ensures completeness and proper document format, and compliance with Departmental or preferred guidelines with respect to format, grammar, punctuation, and filing requirements. Assembles and copies exhibits, documents, and e-mails in response to Public Records Act requests and discovery requests. Maintains and updates attorney and staff case and project files. Files, organizes, scans, indexes, manages, and maintains OLC's records in accordance with the Department's and the State Records Center's record retention and management policies and procedures.
- 30% (E) Information Systems and Reports**  
Enters, maintains, posts, tracks, and updates staff assignment information, rulemaking-related documents, and other information in or on the Department's and OLC's database and tracking systems, including the Department's internal and external websites, SharePoint, and EnviroStor. Assists in printer/fax machine maintenance. Provides support for computers, phones, and miscellaneous equipment needs.
- 10% (E) Receptionist**  
Answers telephone calls, e-mail inquiries, and takes appropriate follow-up or responsive action, including forwarding inquiries to the appropriate OLC staff or other Department staff. Opens and distributes mail to the appropriate OLC attorneys or other Department staff. Interacts with staff within the Department, representatives of other government agencies, and members of the public to help address their inquiries.
- 10% (E) Meetings and Travel Arrangements**  
Schedules and arranges meetings, reserves conference rooms, and distributes agendas. Makes arrangements for OLC's staff travel and related activities. Prepares travel requests, expense claims, and other travel-related documents, including for out-of-state travel.
- 10% (E) Administrative Tasks**  
Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures, submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system and submits timesheets by the due date.

**5% (M) Other Duties**

Performs other duties as required to support the functions of OLC.

B. Supervision Received

The incumbent reports directly to the Legal Support Supervisor.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The incumbent has personal contact with Department staff, representatives of other government agencies, and members of the public.

F. Actions and Consequences

If the incumbent does not exercise good judgment or complete assignments as required, the Department's mission, regulatory efforts, and legal positions may be compromised.

G. Functional Requirements

The incumbent works 40 hours a week, sitting most of the time under fluorescent lighting with sufficient temperature control, in close proximity with other employees. The incumbent will utilize typical office equipment, such as telecommunications equipment, computers, photocopiers/scanners, and fax machines. The incumbent is expected to be prepared and professional in appearance for meetings and public hearings. The incumbent must be able to be flexible with his or her time and work extended hours occasionally, when necessary, to meet deadlines.

H. Other Information

The incumbent must have the necessary organizational skills, as well as the ability to simultaneously handle multiple assignments. The incumbent must be able to work independently, manage time effectively, prioritize tasks, and adapt quickly to changing priorities and deadlines. The incumbent must be able to gain and maintain the confidence and cooperation of others and work in a team environment. The incumbent must maintain security and confidentiality of private information and public documents in compliance with applicable laws. The incumbent must be able to use computer programs such as MS Office, Word, Outlook, Adobe, PowerPoint, and Excel in an efficient and effective manner.

I. DTSC's Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

**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, discuss your concerns with the hiring supervisor.)**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Printed Name

Approved: 08/02/2022