



Classification: Office Technician (Typing)  
 Position Number: 880-600-1139-022

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 23-600-096	<b>Classification Title:</b> Office Technician (Typing)	<b>Position Number:</b> 880-600-1139-022
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Office Technician (Typing)	<b>Effective Date:</b> January 2024
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R04
<b>Division/Office:</b> Division of Administrative Services/Accounting		<b>Section/Unit:</b> Travel Payments Support
<b>Supervisor's Name:</b> Mariya Sjostrand		<b>Supervisor's Classification:</b> Accounting Administrator I (Supervisor)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>
Under the supervision of the Accounting Administrator I (Supervisor) 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.
<b>Position Description</b>
Responsible for office clerical support for accounting branch, duties include a wide variety of tasks and functions involving Accounting management and employees. The Office Technician (Typing) (OT) prepares correspondence, answers phones, assists with creating monthly support coverage calendar, distributes mail, disburses Expense Advances, Salary Advances, and Travel checks, converts old Word and Excel forms into Print and Fill forms and Adobe PDF documents; assists with procurement and receiving of goods and services. Assists coordinating small cubical moves, reporting building issues and printer issues. The OT is required to work closely with managers and Staff Services Analyst, communicate effectively, manage multiple tasks, perform a wide variety of administrative and critical functions. Daily, proficient utilization of office equipment and the Microsoft Office Suite (i.e. Word, Excel, PowerPoint, and Outlook) is required.



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<b>Essential Functions (Including percentage of time):</b>	
35%	Receives, analyzes, and processes mail including checks; prelist checks received, disburse expense advance, salary advance, and travel advance checks; logs regional deposits and travel expense claims. Properly analyzes invoices to determine the appropriate distribution including but not limited to specific Unit, updating tracking logs, electronic file folders, and creating physical folders. Scans and saves incoming invoices, Travel Reimbursement Claim Transmittals, Regional Report of Collections, and backup documentation into appropriate electronic folders and physical folders. Assists Accounting staff with filing both paper and electronic files and archiving accounting records.
20%	Responsible for the front desk of the Accounting Branch and performs the required duties: answers phones, takes messages, and transfer calls; and responds to questions from State Board staff by providing general information about Accounting office functions and makes referrals to other Accounting staff as appropriate. Assists with monitoring and tracking requests sent to Accounting Support Resource email box to ensure successful completion of requests and archiving of emails. Prepares certified letters, overnight packages: outgoing express and standard mail for delivery according to Accounting Branch guidelines.
20%	Assists with tracking and monitoring expenditures for the Accounting Branch's procurement; works with Accounting managers, Staff Services Analyst (SSA), vendors, Business Services, and Division Management to ensure all supplies are ordered and received in a cost effective and acceptable manner. Assists with preparing required forms for ordering supplies including back-up documents via Adobe Sign. Receives supplies, equipment, and validating services; accepts and checks shipments against packing slips, invoices, or other documents for accuracy; identifies shipments for discrepancies, including reviewing for proper quantities, items that may be damaged, or incorrect items shipped, etc., and works with SSA when discrepancies occur. Prepares and submits appropriate forms such as SWRCB 128. Helps with creating monthly support coverage calendar and internal phone list. Works closely with Accounting managers and Accounting Systems staff to make sure cubicles, phones, and computers are ready for incoming staff.
<b>Marginal Functions (Including percentage of time):</b>	
10%	Assists coordinating small cubical moves, reporting building issues to Facilities, initiates Division of Information Technology requests through the Help Desk for printer issues; assists with tracking and ensuring printer issues are resolved timely.
10%	Provides Accounting managers with clerical support for various projects. Converts old Word and Excel forms into Print and Fill forms and Adobe PDF documents.
5%	Performs other analyses and projects related to the Accounting Branch functions and other duties as required.
<b>Typical Physical Conditions/Demands:</b>	



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The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and various office equipment for extended periods of time. Ability to lift 50 pounds, bend and reach above shoulders to retrieve supplies, files, and/or documents. Will need to navigate various floors within the building to receive and/or disburse mail, packages, office supplies, and various objects.

**Typical Working Conditions:**

The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday from 7:00 am to 3:30 pm.

**Supervisor Statement**

I certify this duty statement represents 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 Name	Supervisor Signature	Date

**Employee Statement**

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation\*.

*\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES       NO

Employee Name	Employee Signature	Date