

**DUTY STATEMENT  
DEPARTMENT OF JUSTICE  
DIVISION OF OPERATIONS  
OFFICE OF THE CHIEF**

**NAME:**

**JOB TITLE:** Office Technician (Typing)

**POSITION NUMBER:** 420-021-1139-010

**STATEMENT OF DUTIES:** Under the general supervision of the Staff Services Manager II within the Administrative Services Branch (ASB), the ASB Office Technician (OT) works independently and provides general office support to the Office of the Chief (OC) and back up support to the Division of Operations (OPS) Chief's Administrative Assistant. The ASB OT acts as a "Custodian of Records" for the Department of General Services (DGS) employees and Vendors that OPS is considering for hire. The ASB OT provides general office support to other OPS units, as needed.

**SUPERVISION RECEIVED:** Works under the general supervision of the Staff Services Manager II. May receive guidance from OC analysts, the SOS Business Services Officer, and other OPS unit managers as necessary to perform special clerical projects.

**SUPERVISION EXERCISED:** None.

**TYPICAL WORKING CONDITIONS:** This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. The employee agrees to maintain a distraction free remote work environment and is responsible for all employee-owned equipment, including but not limited to internet bandwidth to perform all work.

**ESSENTIAL FUNCTIONS:**

- 30%** Provide general office support, including typing, filing, editing and formatting, correspondence, photocopying, document preparation, logging, and processing of interoffice mail, and informing the Chief and OC staff of items that are due. Perform miscellaneous activities, including special clerical projects such as updating databases and printing reports. Answer, greet, and direct telephone callers and visitors. Schedule conference rooms and meetings and assist with video conferences. Schedule office machine repairs.
- 20%** Serve as a "Custodian of Records" for live scan submissions for non-Department of Justice (DOJ) individuals (DGS employees and vendors) requesting access to DOJ areas. Review California and FBI rap sheets, processes, and transcribe results to a cover sheet for submission to OPS management for review and signature, log results, draft and mail notification letters, provide results to program, and DGS hiring managers. May contact candidates for additional information. Maintain logs and regularly process "NLI's" in AAJC database. Assist with non-DOJ sub-arrest inquiries by reaching out to current DOJ office contacts to inquire if arrested individuals still have or need access to DOJ facilities.

ASB Office Technician (Typing)

Revised 3/2025

- 15%** Obtain quotes and prepare purchase orders for office supplies and equipment, including computers and software. Prepare/submit Hawkins Data Center Service Requests, as required for purchasing certain items. Purchase office supplies and minor equipment using a Cal-Card, and prepare the monthly Cal-Card purchase summary for submission to Accounting by the 10th of each month. Maintain general purchase order log for office supplies, equipment and furniture. Receive equipment and process receiving documents in a timely manner. Process invoices for payment to the Accounting Office in a timely manner.
- 10%** Provide back-up support to the OPS Chief's Executive Assistant, make travel arrangements, type correspondence, and route items for signature. Serve as attendance coordinator for the OC, Budget Office, and Legal Support Operations (LSO) Headquarters which includes sending dock reminders, assisting staff with Workday, processing JUS 634 and STD 682 forms for overtime, processing Merit Salary Adjustment (MSA) documents, and communicating with Office of Human Resources (OHR) staff. Transcribe, type, and distribute meeting minutes.
- 10%** Serve as the OPS Training Coordinator which includes processing training requests, maintaining training logs, sending reminders for mandatory training, and coordinating with DOJ's training unit to ensure staff remain in compliance.
- 10%** Provide back-up support to the OPS/OC Office Technicians which includes assisting with property inventory reconciliation, responding to standard questions in shared mailboxes, filing Form 700 and Ethics documents, taking inventory, working in ECOS, submitting invoices, proctoring interviews, and scheduling fingerprint appointments, etc.
- 5%** Serve as the Revolving Fund Check coordinator for DOJ and assist with the process of purchasing and receiving Revolving Fund check orders. Maintain supply of Revolving Fund checks; ensure accuracy of check distributions; verify checks only distributed to authorized Revolving Fund Clerks; and prepare monthly check reconciliation report for Accounting, which reflects current check inventory and check activity for the month.

---

*I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):*

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

---

Employee's Signature                      Date

---

Supervisor's Signature                      Date