



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Office Technician (Typing) (PI)	549-645-1139-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Buttes District	Office Technician (Typing)	R04
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Administrative Services	District Office	
STATE HOUSING	IMMEDIATE SUPERVISOR	
Housing not available	Administrative Officer I	

### SENSITIVE POSITION DESIGNATION (Check if applicable)

Sensitive Position as designated by the Department per [California Code of Regulation \(CCR\) 599.961](#)

### POSITION DESCRIPTION

Under general supervision of the Administrative Officer I this position is responsible for administrative and clerical duties in support of the Northern Buttes District. This position will also conduct accounting functions relative to fourteen park units, State Vehicle Recreation Area (SVRA) and the Administrative Office within the district. The reporting location for this position is the District Office located at 400 Glen Drive, Oroville. This position is permanent intermittent and may work a maximum of 1,500 hours in 12 months.

**ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.**

### ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
30%	<b>Visitor Services</b> Assists with compiling visitation, attendance, and revenue data by utilizing various Excel spreadsheets and databases including Report of Collections (ROC), Recreation and Reservation Sales Service (R2S2), and Automated Payment Machines. Prepares work schedule for Senior Park Aides and Parks Aides in Lake Oroville and Valley Sector. Prior to supervisor's review, assist in the review of Tempo timekeeping software for Park Aide timesheets by verifying schedule, vacation, and sick calls are inputted accurately. Assist new hires with the Tempo system. Assists with preparing and organizing documents and obtaining signatures on pre-hire paperwork. Prepare daily download and printouts of campsite availability. Verifies the ROC paperwork matches the data entered in the database and approve on flow for Lake Oroville and Valley Sector. Main point of contact for headquarters Accounting Office to communicate missing ROC's. Provides backup assistance with front desk Calendar reservations, message board updates, ramada rentals, pass sales, deposits, permits, fly and take down flags, open/close restrooms, maintain cash box and AED log.
30%	<b>Administrative Support</b> Monthly and upon request, generates reports utilizing various software and databases including but not limited to Fi\$Cal, R2S2, Report of Collections, Fiscal Tracking System, Labor Database, Tempo, Asset Management, Expenditure Move (885), Contingency Accounts, etc. Using these reports, organizes data into an Excel spreadsheet, pivot table, or chart and provide to anagement for further review and analysis. Monitors office equipment for paper and toner supplies. Notifies appropriate staff when supplies need ordered. Orders office supplies and maintains inventory for the district office. Works as a back up distributor of payroll warrants. Receive monthly Leave Balance Reports via email and distribute to supervisors monthly.

25%	<b>Purchasing and One-Time Service Agreements</b> Point of contact for Public Safety and Natural Resources purchases for supplies and equipment and one-time service agreements for District Office, Lake Oroville, and Valley sectors. Responsible for vendor interaction in requesting quotes, gathering required documents, and preparing department forms. Using Fi\$Cal, reconciles budget and account coding and uploads invoices for law enforcement CalCard/Procurement Card. Confers with headquarters Accounting Office regarding payments to vendors.	
10%	<b>Clerical Support</b> As directed by supervisor and as needed, provide a variety of clerical support including but not limited to typing, paying utilities, filing paper and electronic documents, editing and formatting correspondence, photocopying, scanning, document preparation, interview preparation, hiring packages, and logging. Assists the various program units (i.e., Facilities Development, Natural Resources, Cultural Resources, Public Safety, Interpretation and Education, and Administration) using a variety of software including program database systems, SharePoint, Word, Outlook, Excel, PowerPoint, and Teams.	
<b>MARGINAL FUNCTIONS:</b>		
%	<b>TASK/DUTIES</b>	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Office environment		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as Telework Eligible - Office Centered.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid class C driver's license is required.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
<b>SUPERVISOR STATEMENT:</b> 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 WITH A COPY OF THIS DUTY STATEMENT.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b> I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>