



GAVIN NEWSOM  
GOVERNOR

STATE OF CALIFORNIA

GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)

POSITION DUTY STATEMENT

<b>Classification</b> OFFICE TECHNICIAN (TYPING)	<b>Unit</b> 103	<b>Name</b>
<b>Working Title</b> Office Technician	<b>Position Number</b> 373-103-1139-003	<b>Effective Date</b>

**GENERAL STATEMENT:**

The California Film Commission (CFC) is a state department within the Governor's Office of Business and Economic Development (GO-Biz), tasked with retaining and increasing motion picture production, creating industry jobs and boosting business throughout the state. The CFC issues film permits for all state-owned and operated properties, administers the Film and TV Tax Credit Program, maintains an extensive location library, offers production assistance on a wide variety of issues and works closely with cities and counties to create "film-friendly" policies statewide. The CFC's staff includes dedicated civil service employees and senior staff with extensive film production experience.

Under general supervision of the Director and Deputy Director, the Office Technician (OT) performs a variety of complex clerical duties requiring adaptation to various office situations, judgment as to which learned work method to apply for the desired result, and the ability to communicate effectively. The OT regularly performs a variety of the data-entry duties and is expected to consistently exercise a high degree of initiative, independence, and attention to detail in performing assigned tasks. Positions at this level regularly require detailed and accurate handling of sensitive, confidential information and correspondences, and a proficient knowledge of computer programs and applications, regulations, policies, and procedures. Attention to detail and the ability to work independently are essential.

**ESSENTIAL FUNCTIONS:**

30%	<b>FRONT OFFICE SUPPORT/ CUSTOMER SERVICE</b> Serve as the receptionist - first point of contact for CFC clients. Provide telephone coverage including answering a multi-line telephone, respond to questions from the public, direct calls to appropriate staff and take messages. Retrieve voicemail messages throughout the day. Meet and deal tactfully with the public. Requires professional and sensitive public contact and independent origination of correspondence involving knowledge of CFC regulations, policies and procedures. Screen visitors and direct to appropriate staff. Provide assistance to client inquiries. This will include instruction in the use of the CFC's CinemaScout on-line location library. Good judgment and ability to communicate effectively is of primary importance.
30%	<b>30% - CLERICAL SUPPORT</b> Provide support to the Director and Deputy Director of the CFC to include managing calendars, scheduling meetings for multi-party participants, records management, monitor email correspondences, make copies, handle sensitive/confidential information, and assist with general computer issues. Arrange meeting logistics and compile, duplicate and distribute meeting materials. Book travel for senior staff and process travel claims / expense reports. Assist in preparations and materials for CFC marketing events. Assist in creation of PowerPoint presentations.  Provide general clerical support: Answer phones, scan documents, make copies, distribute correspondence/ incoming mail. Maintain paper and electronic files. Oversee office equipment, order supplies, troubleshoot equipment issues and submit service requests. Serve as office contact for maintenance, security and repairs. Assist with distribution and

	collection of employee documents and forms, including timesheets. Maintain subscriptions for online and hard copy publications. Manage files for transfer, storage and archiving. Provide filing and records management of various documents and maintain the contact database. Maintain multiple contact lists and internal staff directory. Conduct research on a variety of entertainment industry topics as needed.
20%	PHOTOSHOP/DESIGN Develop the overall layout/design for advertisements, brochures, flyers, etc. Responsible for the CFC Newsletter design and compilation as needed by the agency. Complete projects by coordinating with outside agencies, industry trade publications, printers, etc. Understand ad specs (bleed partials, covers and specialty sizes, mechanical requirements). Responsible for premium sourcing, design and ordering for use at CFC events and general distribution.
15%	COMMUNICATIONS Responsible for maintenance of the social content posting calendar. Create social media assets as assigned, maintain and monitor CFC social media outreach.
%	Other duties as assigned
<b>MARGINAL FUNCTIONS:</b>	
5%	

<b>SUPERVISION EXERCISED:</b>
None

<b>SUPERVISION RECEIVED</b>
Director and Deputy Director

<b>PUBLIC AND INTERNAL CONTACTS</b>
General public requests and inquiries, plus the ability to work with internal departments that make up the California Film Commission and the broader Go-Biz department.

<b>INITIATIVE AND INDEPENDENCE OF ACTION</b>
The position requires a high degree of creativity and initiative in identifying and finding solutions to non-routine problems and issues. It requires proper judgment and accurate assessment of the significance of sensitive situations and activities. It requires the accurate setting of priorities along with good time management to ensure completion of work activities within specific time frames.

<b>CONSEQUENCE OF ERROR</b>
Significant error, poor judgment, and lack of professionalism could result in the loss of economic growth and job creation in California and results in negative impacts to the operations and programs administered by the department.

**CERTIFICATION**

This position statement fairly represents the responsibilities and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Human Resources Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

**EMPLOYEE'S ACKNOWLEDGEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THIS POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

		09/19/2025
<b>Employee Name</b> (Printed)	<b>Employee Signature</b>	<b>Date</b>
<i>Employee's Title Office Technician</i>		

**SUPERVISOR'S ACKNOWLEDGEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.**

		09/19/2025
<b>Supervisor's Name</b> (Printed)	<b>Supervisor's Signature</b>	<b>Date</b>
<i>Supervisor's Title Deputy Director, California Film Commission</i>		