



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	Office Technician (Typing) PI	549-257-1139-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Ocotillo Wells District	Office Technician (Typing) PI	R04
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Ocotillo Wells District	Ocotillo Wells SVRA	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing may be required		Staff Services Manager 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 the supervision of the District Administrative Chief, the Office Technician Typing is responsible for the efficient operation of the Ocotillo Wells District Office and the District's business and administrative services. This includes but is not limited to general clerical procedures, office receptionist, phone answering and messaging system, typing, compiling computer data, mail processing and handling, filing, accounting and budget tracking, purchasing, payroll, special event processing and scheduling, collection and processing of day use and other fees, seasonal staff processing, coordination of community engagement and visitor services staff schedules and other administrative duties as assigned.		
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	
35%	Perform a variety of general office work in accordance with established departmental and district guidelines. Ensures correspondence is processed efficiently, accurately, and in a timely manner. Responsible for typing and word processing letters, memorandums, reports and other written correspondence requiring a high degree of typing skills and updating management and emergency plans and policies as required. Maintains typing standard by correcting grammar and spelling errors and obvious mathematical errors. Responsible for assisting with special event processing, annual pass sales and the collection of fees. Prepares revenue collection reconciliation reports and reports of collection. Responsible for the collection of revenues, reports, and maintenance associated with various day use fee collection methods. Input, and/or write office procedures for the district office. Process vehicle accident reports, monthly reports, and other documents in a timely manner. Coordinate and record paperwork for the District's seasonal staff program. Ensure proper maintenance, servicing, and operation of office copier, printers, credit card machine, and postage meter. Ensures front office work area is kept neat and clean. Responsible for District purchasing and associated reports. May be responsible for the development, input and writing of office procedures pertinent to the efficient operation of the Business Services Unit. Responsible for typing and word processing of controlled correspondence for the signature of the District Superintendent or other staff, as directed. Assists community engagement and visitor services staff with operational training and efficiency.	
35%	Responsible for the District's paperwork, forms management, and website and digital media management. Maintains department/district Central File plan per policy department retention schedule and ensures filing of all correspondence in a timely manner. Responsible for automation and maintenance of the District's files and forms index. Maintains effective liaison with	

	Department Recordkeeping, Department Distribution and Reproduction Center, Department administration, and other personnel in Headquarters responsible for paperwork and forms management. Ensures State Administrative and Department Administrative Manuals for District are updated on a regular basis. Responsible for posting and maintaining the appropriate notices (job opportunities, rules, regulations, etc.) on the bulletin boards. Responsible for maintaining individual park calendars including but not limited to community engagement and interpretation programming calendar, special event calendar, and park event calendar. Assist with scheduling school tours, group tours, and other special tours at park units in coordination with other staff. Assist with maintaining park websites, social media, and other digital media communication.	
15%	Ensure efficient and timely processing and distribution of daily mail. Maintain outgoing and incoming mail, visitor services and maintenance reports, monthly attendance reports, collections reports, cash receipts, and department logs. Order and maintain accountable documents.	
10%	Attend District and Administrative Services staff meetings and trainings. Review and update Employee Appraisal and Development Plan annually with supervisor. Maintain effective dialogue and exchange with district staff, department divisions, offices and individuals consistent with established chains of communication. Keep the District Superintendent and District Administrative Chief informed on business services matters, and other Administrative Services issues. Prepare timesheets and other personnel and administrative forms as required.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
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.	
TYPICAL WORKING CONDITIONS		
Office environment. Daily and frequent use of computer and a variety of office software applications at a workstation. Sit in a normal seated position for extended periods of time. Work environment may have exposure to unusual elements, such as extreme temperatures, elevations, dirt, dust, fumes, unpleasant odors, and/or loud noise. Occasional travel required and work outside of office.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C California driver's license is required. Participating in the DMV pull notice program 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.		
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 WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
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.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE