



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Office Technician (Typing) Permanent Intermittent	549-635-1139-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
North Coast Redwoods	OT (PI)	R04
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Administrative Services	Fort Humboldt State Historic Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Administrative Officer I
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the general direction of the Administrative Officer, this position functions as the administrative person for the duties outlined in this statement. Regularly required to perform typing duties. The Office Technician has a good working knowledge of core program areas and provides administrative support in reaching departmental outcomes.</p> <p>Reporting Location: 3431 Fort Avenue, Eureka, CA 95503</p>		
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	
25%	<p>TRAVEL</p> <p>Serve as the primary liaison between the district and HQ for all travel-related matters. Provide timely and accurate information to district staff regarding travel policies and procedures. Assist district staff in booking travel arrangements, including air travel, car rentals, and hotel accommodations. Ensure compliance with departmental travel guidelines and regulations. Facilitate the submission and processing of travel reimbursement forms for field employees. Stay updated on CalATERS Global and travel reimbursement policies and communicate changes to the district team. Resolve travel-related issues and discrepancies in coordination with HQ and district personnel. Maintain organized records of travel transactions, receipts, and documentation.</p>	
20%	<p>RECEPTION</p> <p>Act as the primary point of contact for visitors and the public entering the office. Greet visitors and provide assistance by answering questions regarding state parks and camping within the scope of knowledge. Direct individuals with inquiries on specialized matters to the appropriate staff. Distribute forms, pamphlets, and literature as requested. Answer the business telephone, direct calls to the appropriate personnel, and take messages as necessary. Provide exemplary customer service.</p>	
20%	<p>ADMINISTRATIVE SUPPORT & CLERICAL</p> <p>Perform general typing and related clerical tasks, including typing up correspondence and documents. Provide administrative and clerical support to all staff within the unit. Open and</p>	

	<p>distribute incoming mail, route it to the relevant staff, and process mail as directed following review or route slips. Maintain supply levels for specialized items used within the office.</p> <p>Assist with fuel and propane ordering as needed. Keep track of and submit district visitor attendance as well as water usage numbers.</p>	
20%	<p>FINANCIAL AND TRANSACTIONS</p> <p>Selling state park passes, operate and troubleshoot issues within the pass/reservation system. Proxy for assigned P Card holders. Process fuel, propane and utilities invoices. Assist District staff with purchasing office goods and agreements for services by creating purchase orders and filling out necessary purchasing documents. Deposit collected money at the bank promptly and accurately.</p>	
10%	<p>MAIL ROOM / EQUIPMENT MANAGEMENT</p> <p>Ensure that the mail room remains organized, and supplies are adequately stocked. Prepare outgoing mail and arrange for its delivery via FEDEX or other ground mail transportation daily. Maintain and operate the postage meter. Keep maintenance records for office equipment like copiers. Monitor and replenish copier toner and paper levels to prevent disruptions. Maintain and operate ID card machine. Maintain district assets through the department's asset application by adding, transferring, receiving, retiring, and verifying assets.</p>	
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		
Prolonged bending, standing, and sitting.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
<p>Proficiency in desktop computer hardware and software, including Microsoft Word and Excel, is required. May require occasional travel to fulfill job duties. Maintain a typing speed of at least 40 words per minute. Possession of a valid Class C Driver's License.</p> <p>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.</p>		
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