

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Office Technician-Finance	
		Division and/or Subdivision Southern Region-Riverside Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Perris	
		Class Title of Position Office Technician (Typing)	
		Position Number 541-312-1139-500	
		Effective Date January 1, 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<p>Under the general direction of the State Finance Supervisor I, the Office Technician (OT) performs duties involved with processing, typing and maintaining financial records in accordance with established procedures. This individual is expected to implement, adhere to and enforce all CAL Fire and Riverside County Fire policies and procedures. The position involves State financial expenditures and requires a variety of detailed records and the ability to make independent decisions. The position requires initiative and judgment, with a consistent focus on meeting deadlines and organizing work.</p> <p>Duties</p> <p>*Reviews and processes daily pay documents from State Personnel. *Types Revolving Fund (RF) checks when necessary. *Prepares and types documents for transmittal of RF checks issued. *Maintains and types RF logs for submittal to Region Headquarters and the Departmental Accounting Office (DAO). *Maintains Advance tracking log for all Advances processed and implements course of action to resolve outstanding balances. *Reviews FC42 for preparation of Emergency Fire Time (FT) checks. *Types FT checks when necessary.</p>		
25%	<p>*Receives and processes incoming mail and distributes to appropriate sources. *Receives, prepares, and types invoice/contract payments and other expenditures using appropriate funding sources to document packages for submittal to Departmental Accounting Office (DAO) for payment.</p>		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Perform difficult clerical work, spell correctly; use good English; make arithmetical computations; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance. This position may require travel throughout the State, working nights, weekends, and holidays on an as needed basis.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only <input type="checkbox"/> Posted to Directory			
Initials and date			

