



Percentage of Time Required      Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

15%      \*Develop and maintain filing systems for the unit. \*Prepare replies to correspondence; maintain office files and establish purge criteria. \*Arrange meetings and make appropriate meeting notifications, gather information, and make copies for attendees, prepare and distribute agendas and meeting minutes. \*Schedule conference rooms and send out confirmation notices. \*Operate office machines including copiers and scanners. \*Compose various documents as needed. \*Follow up to ensure completion of assignments.

5%      Other job-related duties as assigned.

Desirable Qualifications:

- Experience using databases.
- Accounts Payable experience.

\*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:

"We have discussed this document in its entirety and understand the duties of this position."

\_\_\_\_\_  
 Employee Signature      \_\_\_\_\_ Date      \_\_\_\_\_ Supervisor Signature      \_\_\_\_\_ Date

Personnel use only       Posted to Directory      \_\_\_\_\_  
 Initials and Date