

Grant Services Branch
Office Technician (Typing)
Updated: 1/2026

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF FISCAL SERVICES
GRANT SERVICES BRANCH**

NAME:

JOB TITLE: Office Technician (Typing)

POSITION NUMBER: 420-026-1139-901

STATEMENT OF DUTIES: Under the general supervision of the Staff Services Manager II within the Grant Services Branch (GSB), Office of Fiscal Services (OFS), Division of Administrative Services, the Office Technician (Typing) (OT) works independently to perform a variety of clerical duties that include completing invoice processes, sorting/distributing incoming mail, composing emails, scanning documents, filing, coordinating the purchase of needed supplies/equipment and providing general office support to staff under the Grant Services Branch. This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

SUPERVISION RECEIVED: Works under the general supervision of the Supervisor II. May receive direction from other GSB managers as necessary to perform special clerical projects.

SUPERVISION EXERCISED: None.

TYPICAL WORKING CONDITIONS: Ability to sit, type, and work at a computer workstation in a smoke-free atmosphere. May require partial remote work environment, home office or similar environment. Ability to move up to 20 pounds, file, copy, fax or electronically send documents while standing for short periods of time.

HYBRID TELEWORK POSITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. May be required to report to the HQ office periodically for operational needs.

ESSENTIAL FUNCTIONS:

45% Provide general office support to the Supervisor II including typing, filing, editing, photocopying, scanning, and document preparation using an assortment of software, including Word, Outlook, Excel, PowerPoint, and MS Teams utilizing internal DOJ processes in a timely manner. Perform miscellaneous activities, including special clerical projects, updating databases, running and printing reports, creating meeting agendas, note-taking and scheduling meetings within Administrative Services and other divisions. Participate in the continued development and implementation of GSB staff (Local Assistance Unit -Tobacco Grant Program, Grant Management Unit, etc.) procedures, systems, and policies. Assist in the hiring and exit process of staff through the completion of required forms, inventory of electronic devices, and participating in the office-

wide record-keeping of the completion of mandatory staff trainings. Scheduling GSB focused legislative hearing dates into the Supervisor II's calendar.

- 35%** Assist GSB Units with the processing and finalizing of invoice reimbursement and grant modification documents, Memorandums of Understanding, Merit Review Committee supports as well as grant application related materials following Department, federal and statewide policies and guidelines.
- 15%** Coordinate and participate in GSB's inventory and maintenance of physical and electronic files and records. Organize and track the ordering and inventory of needed supplies and equipment.
- 5%** Provide support to GSB managers which includes proctoring of interviews and the hiring process, note-taking in meeting, in meetings, filing documents, coordinating meetings, assist with collaborative projects within GSB and other offices; as well as contribute to the completion of other assignments as needed.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Name (Print)

Supervisor's Name (Print)

Employee's Signature

Date

Supervisor's Signature

Date