STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.	Working Title of Position Office Technician Division and/or Subdivision Mendocino Unit/ Jackson Demonstration State Forest Location of Headquarters 17501 N. HWY 101, Willits CA Class Title of Position Office Technician (Typing) Position Number 541-162-1139-002 Effective Date

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the general supervision of the Assistant State Forest Manager, Division Chief, the Office Technician performs the following duties at Jackson Demonstration State Forest in the Mendocino Unit:
45%	*Works independently at public counter to issue and process funds for various kinds of permits, answers or redirects questions regarding control burning, hiking, and camping, and/or harvesting of minor forest products such as downed wood or mushrooms. *Receives official visitors to the Jackson Demonstration State Forest (JDSF) and directs incoming correspondence and telephone calls to appropriate staff.
25%	Prepares letters and reports for staff. *Maintains files related to forestry operations, including forest management, timber sales, and timber harvest plans, property easements, various service agreements and other kinds of contracts, personnel matters, reports, the JDSF Newsletter, and other related topics. *Establishes, maintains, and organizes section subject, reference and chronological files. *Maintains mailing lists for JDSF Newsletter and contractors for logging, pest control management and various contracts.
25%	*Acts as a liaison between JDSF staff and Unit Personnel Specialist and provides full range of attendance clerk duties. *Prepares monthly report of staff time allocated by function and pay for JDSF, which is mandated by Legislature to be included in the annual report. *Prepares documents for purchase of office supplies. *Administers contracts for janitorial and septic services. *Maintains logs for vehicle mileage reports and maintenance.
5%	Answers the radio as needed and dispatches messages to staff. Other duties as required.
	*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: May be required to work nights weekends and holidays.

"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		