



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Northern	Office Technician (Typing) Permanent Intermittent (PI)	549-696-1139-902
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Gold Fields	Office Technician (OT)	R04
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Folsom Sector	Folsom Sector Office	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		State Park Superintendent III
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the general supervision of the State Park Superintendent III, the Office Technician (Typing) PI provides administrative and operational support for the Folsom Lake Sector, ensuring efficient coordination of office functions, public services, financial processes, and program activities in alignment with departmental policies and operational needs. The incumbent performs a variety of general and less complex office functions. The reporting location for this position is the Folsom Sector Office in Folsom.</p>		
<p><b>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.</b></p>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>35%</b>	<p><b>ADMINISTRATIVE &amp; MANAGEMENT SUPPORT</b>            Provides administrative support to Sector Management. Assists with maintaining the management Outlook calendars, coordinating work-related travel, and oversees scheduling of facilities rented to the public and other agencies. Types and/or proofreads correspondence for the Sector Superintendent, as needed. Assists the Special Events Coordinator with functions related to the Special Event Program. Supports the Sector Superintendent with responses and processing of Controlled Correspondence, public inquiries, and Public Records Act requests. Assists lead officers with organizing and processing volunteer paperwork.</p>	
<b>30%</b>	<p><b>RECEPTION / PUBLIC ASSISTANCE &amp; REVENUE</b>            Performs reception duties, including but not limited to answering phones, filing, copying, directing inquiries to appropriate staff, and assisting the public with pass sales and park information. Attends applicable training to remain current with departmental policies and regulations. Assists with the preparation and processing of the Report of Collections for deposits, including day use fees, camping, special events, and group picnic reservations.</p>	
<b>20%</b>	<p><b>FILE MAINTENANCE &amp; RECORDKEEPING</b>            Prepares reports on visitor attendance and revenue. Assists District Administration with departmental programs, including bilingual surveys and charity campaigns. Maintains sector files in accordance with departmental policies and regulations.</p>	
<b>10%</b>	<p><b>DATA ENTRY &amp; ACCOUNT MONITORING</b></p>	

	Assists District staff in monitoring sector financial allotments, collaborates with administrative staff on database system updates, and may support various special event programs within the sector as needed.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Mostly indoors sitting and/or standing throughout shift. May occasionally work outdoors in varied temperatures assisting with special events.		
<b>TELEWORK DESIGNATION</b>		
<b>This position is designated as: (Check one)</b>		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
<b>SPECIAL REQUIREMENTS:</b>		
<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>		
<b>SUPERVISOR STATEMENT:</b>		
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.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
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.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>