

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Office Technician-Typing</u>	
		Division and/or Subdivision <u>CNR-Mendocino Unit</u>	
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 <u>17501 N Hwy 101, Willits. CA</u>	
		Class Title of Position <u>Office Technician (Typing)</u>	
		Position Number <u>541-113-1139-003</u>	
		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.		
35%	Under the general supervision of the Supervisor I, the Office Technician (Typing) works closely with Unit Staff and performs the following clerical duties: *Provides office support to senior staff members by fielding daily inquiries from field personnel; prepares proposals and assists with general office operations to meet Unit & Region deadlines. Initiates and implements changes as necessary and keeps good communication with all office staff on what the needs are to assist and complete projects to meet the Units' deadlines; provides general office duties and assists office staff as necessary to ensure a professional office operation.		
25%	*Manages and prioritizes a variety of clerical projects from senior staff. *Maintains paper and electronic filing systems. *Performs typing and office support such as photocopying documents as directed. *Operates office equipment such as computer, scanner, photocopier, and fax machine. *Uses Microsoft Office programs such as Word, Excel, PowerPoint, and Outlook during day-to-day activities. *Develops project tracking spreadsheets as requested.		
10%	*Assists in tracking and coordinating Unit Home Storage Permits. Tracks and maintains yearly logs for vehicle accident reports.		
10%	*Unit Records Retention Program Coordinator. Generates twenty-five (25) year and retirement letters and routes for signature. Records and distributes meeting minutes for Unit Safety, Battalion Chief, and Assistant Chief meetings.		
*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: See page 2.			
"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			

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

10% *Assists Resource Management as well as other programs with clerical support when needed. *Utilizes computers and various computer programs to generate and/or edit documents, reports, and presentations. *Inputs, audits, provides, and maintains reports of various data. *Prepares and creates graphs and tables of data for reports.

5% *Performs back-up duties for the front desk at Howard Forest Headquarters as necessary. Answers and directs phone calls to appropriate personnel, assists the public, and processes and routes incoming mail.

5% Performs other duties as assigned.

*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: This position must be able to maintain confidentiality. 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 _____
 Initials and Date