

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Front Office/Finance Office Technician	
		Division and/or Subdivision Southern Region / San Diego Unit	
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 San Diego Unit Headquarters / El Cajon, CA	
		Class Title of Position Office Technician (Typing)	
		Position Number 541-314-1139-001	
		Effective Date 03/02/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	Under the direct supervision of the Finance Supervisor I, the Front Office/Finance Office Technician (Typing), performs the following duties and responsibilities: *Primary front office reception responsibilities; *receives and screens incoming telephone calls; *route calls when needed or provides information to callers; *process incoming and outgoing mail according to established procedures; *operates the postage meter; *assist the public (walk-ins) with various inquires; *orders, maintains, and distributes the office supplies and printer toner/ink for the administrative staff.		
20%	*Complete and process financial documents into Fi\$Cal (e.g., Purchase Orders, Service Orders, Material Requisition Transfers, etc.). *Process utility bills for fire stations in the San Diego Unit. *Process and reconcile monthly procurement documents for standalone purchase orders and P-Card expenditures. *Process payment requests for contracts including but not limited to; routine services, minor and major maintenance repairs, minor capital outlay requests, using best practices, and following all state contracting rules.		
20%	*Typing of revolving fund and emergency time warrants. *Assists in computation of federal and state withholding taxes, prepares emergency fire time checks, recaps wages and taxes from FC-42 and prepares transmittal for counterfoils. *Revise, correct, code, and process the CalATERS Travel Expense Claims.		
15%	*Assists in payroll distribution. *Audit various reports including Monthly Subsistence Reports and Taxable Meals Reports. *Enters meal reports into the PACMANS program to ensure money is deducted from employee warrants in a timely manner. *Process field deposits and complete report of collections to Departmental Accounting Office.		
*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, or holidays in support of emergency incident.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		_____ Initials and date	

