

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
JUSTICE DATA AND INVESTIGATIVE SERVICES BUREAU
CLIENT SERVICES & CURES
CRIMINAL JUSTICE SERVICES PROGRAM

JOB TITLE: Office Technician (Typing)

POSITION NUMBER: 420-736-1139-001

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under supervision of the Supervisor II, the Office Technician (Typing) (OT) in the Criminal Justice Services Program (CJSP) is responsible for providing a wide range of the most difficult and advanced journey-level clerical, office and administrative support functions for the section. The OT will assist the CalSTOP Unit by validating Public Records Act (PRA) request data and managing shared email boxes. The OT prepares letters, memoranda, meeting minutes, specialized statistical reports and queries, and assists on special projects, as requested by management. The OT queries, updates and reviews information in audit tracking databases such as SharePoint and Peak Performance, as needed. The incumbent will utilize a personal computer with specific software, including Microsoft Excel and Microsoft Word. The OT serves as the Client Services and CURES Attendance Coordinator and is the first-line point of contact for the Workday employee timekeeping and personnel actions platform. The OT monitors, orders, and receives office supplies; monitors and schedules office copier maintenance, and monitors and prepares various contract renewals, when needed. The OT also provides clerical and administrative assistance to other Sections within Client Services and CURES, as necessary.

SUPERVISION RECEIVED: Reports directly to a Supervisor II.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to move up to 20 pounds and sit at an ergonomic workstation for extended periods of time while entering information into a personal computer.

TYPICAL WORKING CONDITIONS: Work station in a smoke-free environment.

ESSENTIAL FUNCTIONS:

35% Serves as the Client Services and CURES Attendance Coordinator. Acts as the first-line point of contact for Workday. Assists staff with completing Workday and other forms, when needed to document overtime hours; works as a liaison for staff with the assigned personnel specialist to reconcile and correct leave balance statements; prepares separation documents; and other personnel-related tasks, including dock reports. Provides office and administrative support to management and analytical staff. Composes, types, and edits documents including letters, memoranda, meeting minutes and statistical reports and

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queries; proofreads documents for spelling, grammar, and punctuation, ensuring compliance and conformance to departmental and division policies.

30% Updates agency tracking information into audit databases, such as SharePoint and Peak Performance, as needed. Supports the CalSTOP program by assisting with special projects, managing shared mailboxes and validating PRA request data, as needed. Assists with pulling, organizing, and distributing various reports for the National Data Exchange (N-DEx) and Cal-Photo audit process. Assists with reviewing quarterly N-DEx user account reports to ensure valid user access. Accesses the appropriate departmental database to pull fingerprint-based background check results for the Electronic Recording Delivery System (ERDS) program staff to review. Assists the CalGang Unit with special projects, as needed.

20% Serves as the program's lead in handling all aspects related to the submission of Purchase Request Forms. Drafts purchase justifications, ensures timely approval, routes to the appropriate departmental units, tracks expenses, verifies delivery, and will assist with requests for Asset Tags when needed for inventory tracking. Orders office supplies and prepares service requests. Contacts appropriate contract vendors to schedule equipment maintenance or repair. Contacts ongoing service contract vendors for timely renewal of service quotes.

15% Assists with additional administrative duties (some requiring in office attendance) including: distributing mail and facsimiles, processing confidential destruction materials for pick up, routing documents for review and signatures; independently responds to program electronic mail, and compiling responses for bureau and division assignments and required reports.

I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE