



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central Division	Management Services Technician (PI)	549-670-5278-902
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Capital District	Management Services Technician (PI)	R01
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Public Safety	Public Safety 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 Peace Officer Supervisor (Ranger)
<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 supervision of the State Park Peace Officer Supervisor (Ranger) (Supervisor Ranger), the Management Services Technician (MST) works closely with State Park Ranger staff to process reports, manage the public-facing front office, and provide support to the Public Safety program. The MST performs a wide variety of administrative and operational duties and is expected to consistently exercise initiative and originality in completing assigned tasks. The MST will frequently interact with the public and independently draft correspondence that involves interpreting and applying regulations, policies, and procedures. The MST is assigned to the Capital District Public Safety Office located in Old Sacramento. This is a Permanent Intermittent position and may not exceed 1,500 hours in a calendar year.</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>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
30%	<u><b>Law Enforcement Records Management</b></u> Responsible for managing the Capital District Public Safety Records Management System and the Parking Citation System. Serves as the county court liaison for Capital District by processing subpoenas, reports, and other legal documents required by the court system for processing criminal actions. Works within the Department of Justice (DOJ) system to prepare monthly DOJ notification reports, process Live Scan paperwork, and compile yearly statistics on law enforcement actions in the district. Maintains the Capital District Parking Permit database, processes applications, and issues permits. Processes alarm requests, issues codes, and maintains alarm system database. Works with the Supervisor Ranger on redaction and release of requested information and maintains records and data in compliance with State laws and the department's records retention schedule.	
30%	<u><b>Administration</b></u> Audits and prepares mission-critical forms, purchase order information, and department forms for completeness and accuracy. Compiles data and prepares reports for the Capital District Public Safety budget. Prepares all Purchase-Card reports and documents, as well as monitors spending for the Capital District Public Safety Office.	
25%	<u><b>General Office</b></u>	

	Perform secretarial work. Assists with purchasing and manages the public safety reports for district-wide programs. Compiles statistical data and performs data entry onto spreadsheets and other related databases. Prepare letters, reports, lists, and schedules. Receives telephone calls, responds to public inquiries, and takes messages for office staff. Maintains and operates office support equipment, including restocking related supplies and materials. Use Microsoft Office applications, such as Excel, SharePoint Online, Forms, Adobe Acrobat, Teams, and Outlook, to complete administrative work.	
10%	Assists the Supervisor Ranger with special projects as assigned. Demonstrate the ability to effectively multitask and adapt to interruptions of regularly scheduled assignments to address time-sensitive matters.	
<b>MARGINAL FUNCTIONS:</b>		
%	<b>TASK/DUTIES</b>	
5%	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>		
This position is performed in a temperature-controlled office environment. The MST assigned to the Capital District Public Safety Office works in a shared office space alongside State Park Peace Officers and the State Park Peace Officer Supervisor. The work environment is active and subject to frequent disruptions, as Peace Officers regularly enter and exit the office in response to emergency calls for service and routine patrol activities. The office includes a public-facing service window, and the MST is expected to interact with members of the public on a consistent and professional basis. Physical requirements include the ability to lift up to 25 pounds; bend, stoop, lift, sit, and stand for extended periods of time; and walk distances over uneven surfaces.		
<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>		
Occasional travel may be required. Possession of a valid driver's license is required when operating a state-owned or leased vehicle. Specialized training (Criminal Offender Record Information (CORI)) is required in order to meet California law in the employment of this position for handling of sensitive records.		
<b>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.</b>		
<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>