

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <u>Office Technician</u>	
		Division and/or Subdivision <u>Lassen Modoc 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>Susanville</u>	
		Class Title of Position <u>Office Technician (Typing)</u>	
		Position Number <u>541-212-1139-002</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.		
40%	<p>Under general supervision of the Supervisor I, the incumbent will perform the duties as follows: The Office Technician is expected to act independently ensuring the front office runs effectively, efficiently, and professionally, while meeting Department and public expectations. The work requires a high degree of initiative, independence, detail, sensitive public contact, and a cooperative attitude toward employees and representatives of various governmental agencies.</p> <p>*Perform as Unit receptionist, answering and directing incoming calls, taking messages as necessary. *Answer questions and directing citizens to the appropriate Unit staff/program. *Sorts, date stamps, and distributes incoming mail to staff and prepares outgoing mail.</p>		
30%	<p>*Process Purchase Card (P-Card) and other finance documents by collecting invoices, compiling support documents, confirm coding, assembling purchase packages, coping, filing, and assisting in auditing packages. *Provide finance support to unit staff to include creation of posting tags and coding for purchases as needed.</p>		
25%	<p>*Prepares and updates tracking spreadsheets, reports, and flow charts for finance and the field. Maintains the unit's finance folder on the share point for both the office and field. Prepare and order needed forms for seasonal hires sign-up and exit packages, prepare needed forms and files for employees as needed. May assist in the research and preparation of health benefits forms as needed.</p>		
5%	<p>May assist on emergency incidents by supporting Unit Finance, Emergency Command Center, and/or the Unit Warehouse by collecting, processing and auditing various documents related to Hired Equipment, purchasing and other incident financial and administrative documentation. Perform other duties as necessary.</p>		
<p>*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.</p>			
<p><b>Equal Employment Opportunity (EEO) Statement:</b> 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.</p>			
Job qualifications and/or conditions of employment: <u>May be subject to working nights, weekends and holidays.</u>			
"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			