

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA - YOUNTVILLE**

PART A	
Position No: 573-205-1139-003	Date:
Class: Office Technician (Typing)	Name:
<p>Under the general supervision of the Chief of Public Safety provides support for Public Safety operations. The incumbent works using a personal computer, prepares correspondence, reports, and memos. The incumbent is expected to consistently exercise a high degree of confidentiality, initiative, responsibility, and independence in performing a heavy workload with a strong commitment to customer service and some conflict resolution. Detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies, codes, laws and procedures. Must have the ability to effectively communicate with others, prioritize, organize, and manage stressful situations.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	<p>Perform clerical support to the Chief. Prepare confidential reports, miscellaneous memos and correspondence, including timely, daily report distribution via email. Maintain confidential supervisory files, investigation files, crime/incident reports, fire reports, etc. Organize and maintain documentation of Survey-related items, including but not limited to fire watch, fire drills, fire extinguisher inspections, member missing property reports, etc. Manage the organization of all Public Safety documentation in the Public Safety Security Drive. As Chief instructs, collect information as needed for special projects. Assist Chief and Captain with Firefighter Security Officer time use requests and Tempo Timekeeping.</p>
30%	<p>Manage the front desk/counter. Manage vehicle registration data base for employees, members and volunteers. Ensure vehicle information/registration is kept current, organized and accessible to the team at all times. Manage and maintain the employee and member databases. Track and coordinate with Admissions and Medical Administrative Services, Domiciliary, and Nursing Resources Center to ensure database is accurate and up-to-date. Acquire Department of Motor Vehicle information and record searches as directed by the Chief or Captain.</p>
15%	<p>Process all invoices for Public Safety contracts and Public Safety procurement needs on Fi\$Cal. Track expenses and provide reports to the Chief upon request. Ensure all necessary supplies are ordered in a timely manner and report any concerns to the Chief Manage miscellaneous emergency equipment maintenance needs and be prepared to order replacement parts as needed.</p>
15%	<p>Answer telephone calls (routine and emergency). Communicate with a variety of public contacts, both in person and by telephone, and when necessary refer to appropriate service. Ensure all calls for Public Safety</p>

	Officer assistance are relayed and routed to Dispatch. Operate 2-way radio equipment. Complete required courses to assist with operating CalVet Emergency Notification System
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person, telephone or radio; interact in meetings.					X
WALKING: Within the home to various units.		X			
SITTING: Work station; meetings; training.					X
STANDING: Copy documents; review records; fingerprint		X			
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms and fingerprints.					X
COMPREHENSION: Understand laws, rules, regulations, policies and procedures of the department; understand content of meetings, trainings and work discussions.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, radios calculator keys, and computer keyboard.					X
REACHING: Answer telephone and radio; use a mouse; retrieve documents from printer.					X
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events.					
OPERATING EQUIPMENT: Radio microphone, receiver, multi-line computer aided telephone system, VHF public safety radio system Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation.

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____