



POSITION DUTY STATEMENT

Division: Investigations Division	Classification Title: 1139 Office Technician (Typing)
Branch: Investigations Branch	Working Title: Office Tech to District Supervisor
Unit: Salida District C3	Tenure/Timebase: Permanent Fulltime
Position City: Salida	Position County: Stanislaus County
Position Number: 346-1139-002	CBID/Bargaining Unit: R04
<p>Conflict of Interest Classification: No</p> <p>This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p>	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Effective Date:

Direction Statement and General Description of Duties: Under direction of the District Supervisor, the Office Technician is responsible for the following:	
Percentage and Essential/Marginal Functions:	
40%	<p>Clerical Support (E)</p> <p>Provides clerical support by typing and preparing month-end case reports: Mileage, Statistical, Expenditure, Cal-Card, Copier, and Acting Employees Report, in final form; access various law enforcement databases, handle incoming/outgoing mail, log and track assignments to ensure due dates are met, proctor tests, arrange or assist with scheduling meetings; types correspondence to all governmental levels, including the highest</p>



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	departmental echelons.
25%	<p>Customer Contact (E)</p> <p>Answer telephones and direct calls to the various investigators, inspectors and supervisors and take messages. Answer telephone questions regarding consumer complaints, vehicle registration and driver's license. Retrieve answering machine messages. Public counter contact person. Answer questions pertaining to consumer complaints, vehicle registration / driver's license. Also, technical assistance is given to law enforcement agencies and DMV personnel; run vehicle registration and driver license printouts.</p>
15%	<p>Case Management (E)</p> <p>Independently input incoming complaints into case management system and update as case is assigned; assign Case Cover Sheets to investigators as requested by supervisor and enter closing information on the computer. Review for completeness, e.g. closing date, action taken, synopsis, supervisor's approval.</p>
15%	<p>Reorts (E)</p> <p>Types and prepares statistical reports on caseload; maintains case accountability; prepares periodic status reports for supervisors, including Deputy Director's and the Director's Office. Prepare TCRs, update manuals, arrange meetings. Maintains unit files and their confidentiality; periodically identifies files ready for confidential destruction based on established purge criteria; prepares / packages evidence for dissemination as appropriate.</p>
5%	<p>Other Duties (M)</p> <p>Prepares travel advance requests and travel expense claims; orders supplies; and takes meeting minutes. Performs other job-related duties as required.</p>

<p>Supervision Received: The OT receives direction from the Supervising Investigator I, and may receive direction from the Supervising Investigator II, and Deputy Chief.</p>
<p>Supervision Exercised and Staff Numbers: Does not provide supervision to others, but may guide other staff in completing tasks.</p>
<p>Physical Requirements: Will be accessing computers, typing/data entry, handling multiple phone calls</p>



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from public and departmental employees. Saturday and/or extended hours may be required.

Special Requirements: Customer service skills, computer proficiency, dependability and punctuality, written and verbal communication, interpersonal skills. The ability to comprehend and retain complex procedures.

Personal Contacts: Will interact with all levels of departmental staff as well as the public by phone, email, and mail. Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE