

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION: Office Technician (Typing) - LT	WORKING TITLE: Attendance Clerk
NAME OF INCUMBENT: <i>Click here to enter text.</i>	POSITION NUMBER: 280-006-1139-946
SECTION/UNIT: ARU 006 – UIC INGLEWOOD	SUPERVISOR'S NAME: <i>Click here to enter text.</i>
DIVISION: UI Southern Operations Division	SUPERVISOR'S CLASSIFICATION: Employment Development Administrator
BRANCH: Unemployment Insurance	REVISION DATE: 10/15/2025
Duties Based on: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time – Fraction _____ <input checked="" type="checkbox"/> Limited Term	
2. REQUIREMENTS OF POSITION	
Check all that apply:	
<input type="checkbox"/> Conflict of Interest Filing (Form 700) Required	<input checked="" type="checkbox"/> Call Center/Counter Environment
<input checked="" type="checkbox"/> May be Required to Work in Multiple Locations	<input checked="" type="checkbox"/> Requires Fingerprinting & Background Check
<input type="checkbox"/> Requires DMV Pull Notice	<input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>)
<input checked="" type="checkbox"/> Travel May be Required	<input checked="" type="checkbox"/> Other (<i>specify below in Description</i>)
Description of Position Requirements (<i>e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.</i>):	
Required to have a valid typing certificate of at least 40 words per minute. Occasional travel for training or meeting may be required.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>Under the direction of the Employment Development Administrator or a Section Manager, the Office Technician provides in-depth clerical supports for the office, the manager, and the management team. Independently performs complex and highly technical clerical duties, including composing and typing original letters and local office form letters. Exercises a high degree of initiative and independence in performing assigned tasks. Represents the manager and the office in contact with the general public, as well as within the Department and the Branch. Handles complex correspondence, which may be sensitive or confidential in nature. Is responsible for establishing and maintaining all office filing systems. Acts as the office's personnel/payroll/attendance clerk and supply clerk. Participates in Total Quality Management (TQM) projects and processes. Demonstrates an awareness of the Department and Branch vision, mission, values, and goals.</p>	
Percentage of Duties	Essential Functions
45%	Independently performs complex typing assignments. Applies specific rules, office policies/procedures, the EDD Correspondence Guide and Gregg Reference manual to create correspondence, memorandums, forms, and reports from written copy, rough draft, or general outline. Maintains files on disks or hard drive, retrieves and converts information and makes revisions as necessary. Proofreads and edits prepared documents and makes required corrections in format, spelling, grammar, and punctuation before submitting completed work to office staff. Communicates professionally and effectively with the public and members of the

Civil Service Classification
Office Technician (Typing) - LT

Position Number
280-006-1139-946

Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.	NW	5/12/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator. List any Reasonable Accommodations made: <i>Click here to enter text.</i>		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file