

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Office Technician (Typing)	OFFICE/BRANCH/SECTION 08-601 MAINTENANCE SUPPORT (EFIS 2339)	
WORKING TITLE Contract Services Unit Clerical Support	POSITION NUMBER 908-601-1139-XXX	REVISION DATE 03/03/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

**GENERAL STATEMENT:**

Under the direction of a Supervisor I, incumbent independently performs advanced clerical duties in support of the efficient operation of the Contract Services Unit. Incumbent must possess and maintain a valid driver's license when operating State vehicles. The incumbent will perform duties related to the support of the unit and may occasionally provide back up support to the Construction Administrative Office. Incumbent must possess and maintain a valid driver's license when operating State vehicles. This position may require travel throughout San Bernardino/Riverside Counties.

**CORE COMPETENCIES:**

As an Office Technician (Typing), the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Equity, Employee Excellence - Integrity, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Equity, Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Equity, Employee Excellence - Integrity, Pride)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Equity, Employee Excellence - Innovation, People First)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Employee Excellence - Collaboration, Stewardship)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Equity, Employee Excellence - Pride, Stewardship)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety, Employee Excellence - Collaboration, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Employee Excellence - Integrity, Stewardship)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety, Employee Excellence - Integrity, Stewardship)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

**ADA Notice**

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55%	E	The incumbent is responsible for coordinating the management of project files in accordance with the Records Retention Schedule, departmental policy directives, and best practices. This includes timely purging of outdated records, maintaining records in an accessible format, and ensuring records are easily retrievable. The incumbent also coordinates the transport of records from field offices to the construction office and to the designated record storage room. They oversee updates to the Division of Construction Records Retention Schedule, notifying affected staff of any changes to retention processes and procedures. Once the engineer has completed and reviewed the Project History File for accuracy and completeness, the incumbent transfers the file to the District Records Officer in Map Files. Additionally, the incumbent performs reviews and verification of required documents in archived project files stored in the Department's electronic document management system, FalconDMS, ensuring proper tracking and organization of all project documentation.
20%	E	Legal and Public requests, receive, review incoming public records requests and legal requests ensuring proper information and compliance requirements. Use internal processes to identify post miles, project number and resident engineers. Communicate effectively with requesters, meet deadlines. meet legal at the SRL to pull files for legal files reviews.
15%	E	Acts as Division liaison with District Warehouse staff for RE facility supplies and equipments. Purchasing equipment and supplies including obtaining bids when necessary, preparing purchases and receiving documents and reconciling Visa statements.
10%	M	Provides backup assistance for the clerical staff under the direction of the District Deputy of the Division of Construction:duties include answering phones, scheduling appointments, maintaining calendars and coordination meetings. May assist in special projects as necessary. Incumbent will create and/or maintain an updated desk manual. Other duties as assigned.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of the Department's organization and operations and the status of various work projects is essential. The incumbent may be involved with sensitive issues and must be able to maintain confidentiality of information. Requires the ability to perform difficult clerical work, including the ability to spell correctly, use proper business English, operate various office machines, follow oral and written directions, evaluate situations accurately, take effective action, read and write English at a level required for successful job performance, meet and deal effectively with all division staff, apply rules and office policies and procedures, communicate effectively, exercise a high degree of initiative and independent thinking in performing assigned tasks, and use good judgment.

Familiarity with various office machines, in addition to computer software (including Microsoft Excel and Word, among others). Must have the ability to recall and retrieve data when requested. Must have a good memory for names, events, people, and organized data as filed in the system. Incumbent must have the ability to set priorities effectively. Incumbent must be able to interpret new procedures with a minimum of instruction and explanation. Must demonstrate good attendance.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent must be accurate in maintaining document logs and files, and at all times must maintain the confidentiality of legal documents and records. Inaccuracies could result in disclosing confidential information to the general public which can represent a liability for the department. Failure to enter and maintain accurate data may cause litigation risk. Inability to maintain cooperative relationships may impact incumbent's effectiveness at performing their duties, and may also inhibit the workflow.

**PUBLIC AND INTERNAL CONTACTS**

Minimal contact with public is needed; however, occasional contact with members of the Division and other functional areas may be required during the maintenance of various records and documents. Must be able to communicate positively and effectively.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Physical: May be required to sit for long periods of time using a keyboard and video display terminal and frequently requires bending, stooping, kneeling and moving items 25 pounds or more. Must have manual dexterity to operate computer for

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preparation of reports and forms. Must be able to travel to various locations and may be required to move across uneven surfaces.

**Mental:** Must have the ability to be multi-task; adapt to changes in priorities and complete tasks or projects with short notice; ability to organize and prioritize large volumes of varied documents; and the ability to concentrate in order to review and create documents and meet strict deadlines.

**Emotional:** Must have the ability to work together in a cooperative manner; ability to resolve emotionally charged issues reasonably and diplomatically; deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity; consider and respond appropriately to the needs, feelings and capabilities of different people in different situations; must be tactful and treat others with respect; open to change and new information; and adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles.

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### WORK ENVIRONMENT

Incumbent may be exposed to various work environments. While at their base of operation, the employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent may be required to sit and/or stand for extended periods of time. The incumbent will be using a keyboard/mouse and video display monitor. Some travel will be required, therefore, incumbent must be able to travel using a car or commercial transportation. Possession of a valid driver's license is required to operate a State vehicle.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE