

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
BUSINESS OPERATIONS SECTION
ADMINISTRATIVE BRANCH
DUTY STATEMENT**

NAME: Vacant
CLASSIFICATION: Office Technician (Typing)
WORKING TITLE: Procurement, Outreach, and Assets Office Technician

STATEMENT OF DUTIES: Under the general supervision of the Supervisor I, the Office Technician (Typing) (OT-T) performs a variety of typical and general office duties for the Procurement, Outreach, and Assets Unit within the Administrative Branch of the Division of Medi-Cal Fraud and Elder Abuse (DMFEA). The OT-T assists analysts in the branch by ensuring procurement, outreach, assets, and administrative information is accurately tracked and maintained in various databases. The OT-T is responsible for operating the front desk and executing reception duties at the DMFEA Sacramento office(s). The OT-T exercises initiative and professionalism; and works with both internal and external stakeholders and executive management to obtain updates, signatures, and review documents.

SUPERVISION RECEIVED: Reports directly to the Procurement, Outreach, and Assets Supervisor I. May receive direction from the management team within the DMFEA Administrative Branch.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal up to eight hours a day. Ability to lift up to 50 lbs. may be required. Ability to stand and photocopy for up to four hours. Travel in-state will be required.

TYPICAL WORKING CONDITIONS: In the office, a partitioned or open-space cubicle in a smoke-free environment.

ESSENTIAL FUNCTIONS:

30% Acts as front-desk receptionist at the DMFEA Sacramento office(s), providing the first point of contact to both DMFEA staff and visitors. Performs receptionist duties including, but not limited to, answering of multiline telephones and referring calls to appropriate staff; taking concise and detailed phone messages; greeting visitors and directing them to the appropriate staff or office; scheduling and arranging conference rooms; handling and routing checks to appropriate staff following procedures; and filing the check-in log for emergency attendance needs. Creates shipping labels in the FedEx system and affixes to packages for daily courier needs. Maintains the Sacramento office equipment including meter machines, copiers, facsimiles, scanners, shredders, and multifunctional devices, including vendor contact for troubleshooting and reordering of supplies. Provides typing, administrative, and clerical support to the Administrative Branch including typing various forms of correspondence, reports, or other materials; continuous data entry in various spreadsheets including badge logs and check logs; and copies and distributes division-wide material as appropriate.

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Employee Printed Name

Supervisor Printed Name