

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER 30541	DGS DIVISION / OFFICE or CLIENT AGENCY Native American Heritage Commission	
UNIT NAME Executive Division	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1550 Harbor Blvd., Ste 100 West Sacramento, CA 95691	
CIVIL SERVICE CLASSIFICATION Office Technician (T)	POSITION NUMBER 361-001-1139-006	CBID R04
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input checked="" type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00 am - 4:30 pm	TENURE Permanent	
WORKING TITLE	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Native American Heritage Commission's (NAHC) Core Values and Employee Expectations are key to the success of the NAHC mission. The mission of the NAHC is to "Protect Native Americans by preserving all known sacred sites and provide respectful treatment and disposition of ancient Native American human remains and associated grave goods to the fullest extent of the law." NAHC employees are to adhere to the Core Values and Employee Expectations, and to perform their duties to exhibit and promote these values and expectations.

POSITION CONCEPT

Under the direction of the Executive Secretary, the Office Technician (Typing) (OT) (T) is responsible for providing administrative and clerical support for the Executive Division which requires the ability to exercise a high degree of initiative and independent judgment. The incumbent must be able to carry out assigned tasks with minimal direction, work in a team environment, have strong communication skills, work well under pressure, and meet short deadlines without sacrificing quality of work product or performance. This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

SPECIAL REQUIREMENTS Medical Clearance Background Clearance Typing DMV Pull Notice Drug Testing
 Vehicle Home Storage Permit Driver's License and Class (specify below in Description) Certificate (specify below in Description)
 Professional License (specify below in Description) Other (specify below in Description)

Typing

A valid Typing Certificate of Proficiency of not less than 40 words per minute.

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Serves as the receptionist for the Executive Division which includes: answering incoming telephone

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	calls, directing requests to the correct point of contact, organizing the Executives calendar, greets and provides customer service to the state agencies, local agencies, federal agencies, the Legislature, tribal governments, various Native American organizations, developers, and the general public. Supports the Executive Division by preparing, composing, reviewing and distributing various correspondence to internal and external entities, scheduling meetings, reserving rooms, and managing calendars in order to process sensitive and confidential documents for the Executive Division. Maintain office file to fulfill excellent and responsive customer service in accordance with established departmental guidelines, policies and procedures to ensure continuity of business operations.
30%	Manages and maintains the Executive Division calendars by entering reminders or travel information to keep them apprised of daily agenda. Schedule appointments and meetings on behalf of the Executive Secretary, Deputy Executive Secretary, and Chief Counsel to meet with staff, local and federal agencies, Tribes, or various Native American organizations using the Microsoft Outlook calendars. Reserve conference rooms for meetings and ensure the room size, equipment (telephone, projector, Internet connection), or logistics are appropriate. Set-up meeting room with materials and equipment as needed.
20%	Acts as the Travel Coordinator, in collaboration with the Office of Fiscal Services to prepare travel arrangements and obtain detailed itineraries for the Executive Secretary, Deputy Executive Secretary, and Chief Counsel. Prepares and processes travel claims by reviewing and processing receipts to ensure reimbursement of expenses incurred. Reviews completed required travel documents, utilizing DGS' travel resources to provide the most cost-effective method of travel, in order to meet staff's travel needs and to ensure employees receive accurate and timely reimbursement checks for job-related travel expenses in accordance with the requirements of the California Department of Human Resources, bargaining unit contracts, State Contracting Manual, State Controller's Office, and DGS policies and procedures. Track and maintain travel expense logs for fiscal and documentation purposes. Make or scan copies of documents utilizing the photocopier to distribute them to stakeholders or file in filing cabinets or computer. Create, compile, or update Commissioner contact lists, organizational charts, and phone lists to ensure information is current and accurate.
10%	Independently processes and prioritizes incoming mail and documents for the Executive Division, distribute and route to appropriate staff, tracking and responding to mail inquiries, reviewing and sending all outgoing mail, providing mail and document handling support to ensure timely delivery. Independently responsible for mail or email completed form letters. Create, organize, and maintain hard copy and digital filing systems for the Executive Division by using folders, labels, filing cabinets, or computer.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Assist the Administrative Division staff in preparing agenda packets and making other preparations for Commission meetings and public hearings. Attends required training and other assignments as required, including in-house staff meetings, one-on-ones, quarterly meetings and participate in committee meetings. Cover for following Front Desk Duties in absence of front desk personnel: assist guests with accurate information and direction, answer/route incoming calls, handle/monitor general NAHC email box and distribute mail/packages.

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 Current Proposed**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS** Travel (Specify the percentage in the travel box below)

The incumbent will be provided with working space at NAHC offices, including a desk, computer, and telephone.

This position may require travel and the use of various transportation modes, i.e., airplane, taxi, car, etc.

Standing or sitting in a seated position for extended periods of time.

Frequent use of computer-related equipment and software applications at a workstation.

Use of hand cart and hand truck to transport documents and/or equipment, i.e., laptop computer, files, reference manuals, solicitation documents, etc.

DESIRABLE QUALIFICATIONS

Knowledge of personal computer and basic Microsoft Office Suite software applications.

Ability to apply specific laws, rules and office policies and procedures; prepare correspondence independently.

Exercise a high degree of initiative and independent judgment to carry out assigned tasks.

Tact, superior judgment, sound discretion, and diplomacy.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

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

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED