

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Office Technician (Typing)		DWR POSITION NUMBER 0250-1139-001	SAP POSITION NUMBER 50000251	MCR I
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION Fiscal/General Accounting Branch	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: 4				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Amapola Francisco	SUPERVISOR'S CLASSIFICATION Accounting Administrator III	
APPROVED BY (Personnel Analyst's Name) Jennifer Greathouse			DATE 5-28-26	
<i>Percent of Time</i>	<i>Activity</i>			
35%	<p>POSITION SUMMARY Under the general direction of the Manager of the General Accounting Branch, the incumbent performs a variety of the most complex clerical functions. This position is responsible for performing highly sensitive and confidential functions and supports all staff within the Branch which includes the Governmental Accounting Office and the Payables Office. The incumbent acts as timekeeper, purchasing coordinator, and training coordinator for the Branch. Works independently to generate various reports, correspondence, maintain current procedures for administrative functions including personnel transactions and supply control.</p> <p>ESSENTIAL FUNCTIONS The incumbent has a wide variety of responsibilities within the business process and must possess clerical and organizational skills, the ability to handle sensitive issues, and maintain confidentiality. The incumbent must learn and perform technical accounting duties accurately, often times under pressure to meet short-term deadlines. This position requires working knowledge of Microsoft Office software applications, policies/procedures, effective grammar, writing, and communication skills. The specific essential functions are:</p> <p>Manage the check receipt log to ensure all checks received within the department are accounted for. Maintain and monitor check signor and claim schedule signor logs. Assist with preparation and maintain updates of the Division of Fiscal Services Customer Service Manual. Run reports and assist in reconciling General Ledger (GL) accounts (such as Airline, Rental Car, etc.). Responsible for safe keeping duties of cash received, checks, employee warrants, Travel Expense Claims (TEC) reimbursement checks, and office keys. Occasionally, retrieve checks / warrants from the State Controller's Office. Analyze and review forms, invoices, and spreadsheets of financial data for completeness. Assist in the research and analysis of Controlling (CO) to Human Resources (HR) data. Assist in running SM37 reports and downloading information to Excel spreadsheets. Draft cover letter for Moving and Relocation Packages, and route packages for signatures. Input data for Parked Invoices into SAP for review by accounting office staff.</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Amapola Francisco		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE ➤		DATE

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25%	<p>Maintains Branch Manager's calendar, arrange meetings, make travel arrangements, maintain files, and spreadsheets for numerous types of management reports crucial for the Branch. Type and finalize various correspondence, reports, letters, billings, and memorandum for the signature of the Branch Manager and Office Managers. Create and type labels for new contracts; type stop notice letters, unconditional release letters, escrow letters, delinquent billing letters, pooled money investment loan forms, and year-end memos to Department staff. Review and correct all grammatical errors, vocabulary, proper format, and sentence structure on correspondence going to all employees, vendors, and management staff using the Department's Correspondence Manual. Handle highly sensitive, confidential, and legal correspondence with minimal guidance. Procure and maintain office supplies and serve as contact for office equipment service technicians. Receive, date-stamp, process, and route mail for the Branch on a daily basis.</p>		
20%	<p>As Training Coordinator, implement and coordinate training for office personnel. Research and provide advice and assistance to staff regarding training and career development, while ensuring classes and costs comply with DWR policies and Office/ Division budgets. As SAP Purchasing Requisitioner, must understand the procedures within the purchasing business process to prepare purchase requisitions for materials and services, reserve materials from the warehouse, and submit a requisition for approval in SAP. Incumbent is responsible for obtaining telephone, electrical, and other office services in coordination with Facilities Management. Develop and maintain office files and ensure that retention schedules are met.</p>		
15%	<p>As the timekeeper, incumbent is responsible for maintaining employee time data for Branch/Office staff. These duties include running monthly ZDUN reports to ensure time is entered and approved. Enter attendances and absences with accompanying hours and costing information into the SAP (CATS) system. Run monthly leave balance reports. Maintain excess hours in SAP for employees. Report DOCK on a monthly basis ensuring entries into SAP when needed. Submit ServiceHub tickets to resolve retroactive time reporting issues in SAP.</p>		
5%	<p>Act as backup for the Division of Fiscal Services Manager's Secretary and other clerical staff within the Division as needed. Specific tasks include answering telephones, greeting visitors, managing the Division Manager's calendar, and assisting the Division Manager's, Deputy Controller, and Administrative Officer with general clerical support as requested.</p>		
	<p>SPECIAL REQUIREMENTS</p> <p>This position requires the incumbent have the ability to use a personal computer and electronic typewriter. Position requires interaction with both internal/external customers, including Department staff, and must demonstrate a high level of tact, diplomacy, and professionalism. The incumbent must possess the capability and willingness to work independently, take initiative, exercise good judgment and make independent decisions, be creative, develop alternatives, and offer solutions and recommendations.</p>		

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	<p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p> <p>The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.</p>			