



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Northern	Office Technician (Typing)	549-660-1139-001
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Bay Area District	Office Technician (Typing)	R04
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Bay Area District	Petaluma, CA	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Administrative Officer II
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the general direction of the Administrative Officer II, the Office Technician (Typing) prepares purchasing documents, spreadsheets, and invoices, processes invoice and P-Card payments in Fi\$Cal, provides clerical support and assists with District reports, memos, and answering phones, and provides excellent customer service (in-person, email &amp; telephone) to visitors at the District Office.</p> <p>The reporting location for this position is the Bay Area District Office, 845 Casa Grande Road, Petaluma, CA 94954.</p>		
<b>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.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>40%</b>	<b>ACCOUNTING/PURCHASING:</b> Independently process various types of payments in Fi\$Cal. Type procurement documents for all office supplies, equipment, and other items as requested. Use sound judgement and apply all applicable regulations, policies and procedures to procurement activities to ensure purchasing authority is not jeopardized. Responsible for verifying and reconciling monthly fuel/WEX purchases; this includes typing WEX transactions details, notes and coding updates into spreadsheet and tracking logs, as well as drafting follow-up emails to cardholders and supervisors. Help reconcile District CalCards/P-Cards. Assist District staff with purchasing questions and verifying supplier's in Fi\$Cal. Review, monitor, and meet procurement year-end deadlines. Prepare a high-volume of purchasing documents by typing invoices, utility bills, and FI\$Cal spreadsheets.	
<b>35%</b>	<b>ADMINISTRATIVE:</b> Type letters, memoranda, reports, schedules, notices, and statistical data from notes and/or rough drafts in accordance with Departmental guidelines. Maintains hard copy and electronic files in accordance with Department filing system ensuring efficient retrieval and retention. Maintain postage meter, ensuring postage levels are adequate. Maintain District Office copier/scanner/printer. Responsible as custodian of the petty cash fund. When needed, trains front desk staff on various administrative duties. Update manuals and policies as required. Maintains District filing and retention of records.	
<b>20%</b>	<b>FRONT DESK/CUSTOMER SERVICE:</b>	

	This position is responsible for backing up, functionally guiding, instructing, and supporting the front desk staff. Maintains professional communication and provides excellent customer service while answering questions from the public (via phone or personal contact at the office) regarding parks and reservation system. Ssell park passes and provide brochures and maps as needed.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Daily and frequent use of personal computer and a variety of office software applications at a work station. Sit in a normal seated position for extended periods of time. Employee will occasionally travel to state parks and offices outside of their reporting location to drop off and/or pick up office equipment, deliver mail, or assist with setting up in-person meetings.		
<b>TELEWORK DESIGNATION</b>		
<b>This position is designated as: (Check one)</b>		
<input checked="" type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input type="checkbox"/> Not Telework Eligible		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid class C driver's license is required. Must possess the ability to type at a speed of 40 words per minute; this ability must be verified through a typing certificate.		
<p><b>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b></p>		
<b>SUPERVISOR STATEMENT:</b>		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>