

## POSITION STATEMENT

| 1. POSITION INFORMATION  |   |
|--|---|
| <b>CIVIL SERVICE CLASSIFICATION:</b><br>Office Technician (Typing)   | <b>WORKING TITLE:</b><br>Office Technician  |
| <b>NAME OF INCUMBENT:</b><br><i>Click here to enter text.</i>  | <b>POSITION NUMBER:</b><br>280-857-1139-XXX   |
| <b>SECTION/UNIT:</b><br>ARU 857 – UI Center Carnegie   | <b>SUPERVISOR’S NAME:</b><br>Cristina Madrigal  |
| <b>DIVISION:</b><br>UI Northern Operations Division  | <b>SUPERVISOR’S CLASSIFICATION:</b><br>EDA  |
| <b>BRANCH:</b><br>Unemployment Insurance   | <b>REVISION DATE:</b><br>11/22/2025   |
| <b>Duties Based on:</b> <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time – Fraction _____ <input type="checkbox"/> Temporary – _____ hours   |   |
| 2. REQUIREMENTS OF POSITION  |   |
| <b>Check all that apply:</b>   |   |
| <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required   | <input checked="" type="checkbox"/> Call Center/Counter Environment   |
| <input checked="" type="checkbox"/> May be Required to Work in Multiple Locations  | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check  |
| <input type="checkbox"/> Requires DMV Pull Notice  | <input type="checkbox"/> Bilingual Fluency ( <i>specify below in Description</i> )  |
| <input checked="" type="checkbox"/> Travel May be Required   | <input checked="" type="checkbox"/> Other ( <i>specify below in Description</i> )   |
| Description of Position Requirements ( <i>e.g., qualified Veteran, Class C driver’s license, bilingual, frequent travel, graveyard/swing shift, etc.</i> ): Occasional travel to an alternate office location may be required for training, meetings or in the event of office closures.   |   |
| Required to have a valid typing certificate of at least 40 words per minute.   |   |
| 3. DUTIES AND RESPONSIBILITIES OF POSITION   |   |
| <p>Summary Statement (Briefly describe the position’s organizational setting and major functions):</p> <p>Under the general supervision of the Employment Development Administrator (EDA) or the Employment Program Manager II, the Office Technician (OT) provides in-depth clerical supports for the office, the manager, and the management team. Independently performs complex clerical duties. Exercises a high degree of initiative and independence in performing assigned tasks. Handles the most difficult correspondence, which may be sensitive or confidential in nature. Serves as the office’s personnel/payroll/attendance clerk and supply clerk.</p> |   |
| Percentage of Duties   | Essential Functions   |
| 45%  | Performs complex typing assignments independently, including composing and typing original letters and local office form letters. Applies specific rules, office policies/procedures, the Employment Development Department (EDD) Correspondence Guide, and Gregg Reference manual to create correspondence, memorandums, forms, and reports from written copy, rough draft, or general outline. Maintains files on disks or hard drive, retrieves and converts information and makes revisions, as necessary. Proofreads and edits prepared documents and makes required corrections in format, spelling, grammar, and punctuation before submitting completed work to office staff. Communicates professionally and effectively with the public and members of the staff. Represents the office and the public contacts, as well as within the Department and the Branch. |



**Civil Service Classification**  
Office Technician (Typing)

**Position Number**  
280-857-1139-XXX

|   |                      |               |
|---|----------------------|---------------|
| <b>Employee's Statement:</b><br><i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>  |                      |               |
| Employee's Name:  |                      |               |
| Employee's Signature:   |                      | Date:         |
| <b>Supervisor's Statement:</b><br><i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>   |                      |               |
| Supervisor's Name:  |                      |               |
| Supervisor's Signature:   |                      | Date:         |
| <b>7. HRSD USE ONLY</b>   |                      |               |
| <b>Personnel Management Group (PMG) Approval</b>  |                      |               |
| <input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.  | PMG Analyst initials | Date approved |
| <input type="checkbox"/> Exceptional allocation, 625 on file.   | FNB                  | 6/17/2026     |
| <b>Reasonable Accommodation Unit use ONLY</b> <i>(completed after appointment, if needed)</i><br>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.<br>List any Reasonable Accommodations made:<br><i>Click here to enter text.</i> |                      |               |

**Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file