

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Office Technician (Typing)	<i>Office Technician (Typing)</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-379-1139-001
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
UI Administration Support & Program Performance/Budget, Personnel & Administration Group/Personnel & Administrative Support	Teresa Quiroz
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Unemployment Insurance Support	Supervisor I
BRANCH:	REVISION DATE:
Unemployment Insurance	9/8/2023
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input 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 type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) Occasional travel may be required to attend meetings.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under general direction of the Supervisor I, the incumbent performs Attendance Clerk and general clerical duties in support of the Division's responsibilities including reception (via telephone and in person), mail processing, typing, document preparation for distribution, procurement and supply management, library and file maintenance, meeting scheduling, and prepares, processes, and tracks attendance/personnel transactions. The incumbent is a vital team member of the Personnel and Administrative Support Unit and, as such, works with the management team and staff to maintain high professional and confidentiality standards in the daily operations of the office.	
Percentage of Duties	Essential Functions
35%	Processes incoming customer contacts (via telephone, mail, fax, and in person); types information from the customer on the appropriate database or log; maintains confidentiality of customers. Greets and directs visitors. Respond to inquiries from internal customers regarding timekeeping, leave, payroll, and benefits. Acts as a liaison to the Human Resources Services

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	Division (HRSD), regarding personnel-related inquiries and transactions, such as timesheet-related inquiries, and leave time reconciliation on behalf of the Division.
20%	Prepares documents for clearance by typing, proofreading, and editing documents in accordance with the Attendance Clerk Handbook, the EDD Brand Manual, the Gregg Reference Manual, and the Division policy for format, spelling, grammar, and punctuation.
20%	Establishes and maintains office filing systems. Prepares documents for insertion into the Division's library and/or other filing systems following Division standards; maintains general organization and appearance of library. Duplicates, distributes, and files documents accurately and timely; organizes and maintains files according to instructions.
10%	Receives, opens, and distributes incoming mail. Completes and attaches postage slip on outgoing mail within established timeframes.
5%	Procures supplies necessary for the ongoing activities of the Division and follows procurement guidelines; organizes and maintains supply areas to ensure adequate quantities of supplies are available, and provides supplies to staff as requested.
5%	Maintains existing procedures for unit activities; creates new procedures as new functions are created and ensures staff are informed of any revised or new procedures.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Not Applicable - activity does not exist

Other: *Click here to enter text.***Type of Environment:**
 High Rise
 Cubicle
 Warehouse
 Outdoors
 Other:
Interaction with Customers:
 Required to work in the lobby
 Required to work at a public counter
 Required to assist customers on the phone
 Required to assist customers in person
 Other: Interaction with managers and staff via email, phone, or in person.
5. SUPERVISION EXERCISED:*(List total per each classification of staff)*

None.

6. SIGNATURES**Employee's Statement:**
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

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Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <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:
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	KV	4/11/2023
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>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.</i> List any Reasonable Accommodations made:		

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