

## POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
<b>Office Technician (Typing)</b>	Attendance Clerk/Office Support
NAME OF INCUMBENT:	POSITION NUMBER:
	280-620-1139-006
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Budget & Operations Group	Amreena Jatana
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Tax Support	Tax Administrator I, EDD
BRANCH:	REVISION DATE:
Tax	2/26/2026
<b>Duties Based on:</b> <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <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 type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Travel May be Required	<input type="checkbox"/> Call Center/Counter Environment <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Bilingual Fluency ( <i>specify below in Description</i> ) <input type="checkbox"/> Other ( <i>specify below in Description</i> )
<b>Description of Position Requirements:</b> (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
N/A	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<b>Summary Statement:</b> (Briefly describe the position's organizational setting and major functions)	
<p>Under the general supervision of the Tax Administrator I, Budgets and Operations Group (BOG), Administration Section, in the Tax Support Division, the incumbent performs a variety of complex administrative duties and consistently demonstrates a high degree of initiative and independence. The incumbent provides administrative support and is responsible for sensitive personnel and attendance related functions for the Tax Support Division (TSD) and the Tax Branch Deputy Director's Office (DDO).</p> <p>The incumbent must handle sensitive and confidential assignments with tact and diplomacy, communicate effectively, apply good judgment, and be able to work both independently and in a team environment. The incumbent must possess good organizational skills, have the ability to prioritize workloads to meet deadlines, and perform other duties as required.</p> <p>The incumbent may be required to move boxes which may weigh up to 25 pounds.</p>	



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

**Position Number**  
280-620-1139-006

(List total per each classification of staff)		
<i>Click here to enter text.</i>		
<b>6. SIGNATURES</b>		
<b>Employee's Statement:</b> <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> <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: Amreena Jatana		
Supervisor's Signature:		Date:
<b>7. HRSD USE ONLY</b>		
<b>Classification and Pay Unit (CPU) Approval</b>		
<input type="checkbox"/> Duties meet class specification and allocation guidelines.	CPU Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	JMB	3/6/2026
<b>Reasonable Accommodation Unit use ONLY</b> <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