

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER 30758	DGS DIVISION / OFFICE or CLIENT AGENCY Office of Public School Construction	
UNIT NAME Administrative Services	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Office Technician (Typing)	POSITION NUMBER 306-728-1139-021	CBID R04
POSITION ELIGIBLE FOR TELEWORK: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PROBATIONARY PERIOD <input checked="" type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday through Friday; 8am through 5pm	TENURE Permanent	
WORKING TITLE Office Technician (Typing)	TIMEBASE Full-Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the direction of the Supervisor I, the Office Technician (Typing) in the Administrative Services Section of the Office of Public School Construction (OPSC) is expected to exercise a high degree of initiative and independent judgment to provide administrative support to OPSC which includes, but is not limited to, records/file management, tracking OPSC inventory, processing incoming/outgoing mail, scanning documents and providing customer service.

SPECIAL REQUIREMENTS Medical Clearance Background Clearance Typing DMV Pull Notice Drug Testing
 Vehicle Home Storage Permit Driver's License and Class (specify below in Description) Certificate (specify below in Description)
 Professional License (specify below in Description) Other (specify below in Description)

Typing

A valid Typing Certificate of Proficiency of not less than 40 words per minute.

DMV Pull Notice

This position requires participation in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	In order to maintain OPSC's records integrity the incumbent prepares and creates OPSC's project file records as necessary, and checks out the files to staff by utilizing OPSC's File Room tracker program; prepares project files designated for scanning by independently and continuously performing routine reconciling and filing of records for scanning and uploading to OPSC's Electronic Document Management System (EDMS) to ensure quality control of the scanned documents that they have been scanned completely and accurately and saved in compliance with established procedures and naming conventions utilizing Microsoft Office Suite and other appropriate software.

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PERCENTAGE	DESCRIPTION
25%	Prepares and maintains OPSC's project file records for retention by independently and continuously performing routine reconciling, purging, copying and filing of records, and completing an inventory of office records as required by the approved Records Retention Schedule in order to process short and long-term nonconfidential/confidential storage or subsequent nonconfidential/confidential destruction, to ensure compliance with the Records Retention Act and State Administrative Manual guidelines utilizing Microsoft Office Suite and other appropriate software.
15%	Tracks and processes incoming purchases for office supplies and equipment within OPSC, by reviewing and reconciling deliverables against the packing slip and purchase order and by taking physical inventory of office supplies and equipment and inputting data into an inventory database utilizing electronic forms and Microsoft Office Suite, in order to maintain an accurate inventory of necessary office supplies and equipment that have been received by OPSC.
10%	Greets and provides customer service to school districts, consultants, and interested stakeholders by answering incoming calls through OPSC's mainline (via Microsoft Teams) by directing the caller and/or requests to the appropriate point of contact, utilizing knowledge and established policies and procedures in order to provide excellent customer service to ensure continuity of business operations.
10%	Independently processes and prioritizes incoming mail and documents for OPSC by distributing and routing to appropriate staff, reviewing and sending all outgoing mail, if applicable, verifying complete addresses and appropriate delivery method such as, but not limited to, US Postal Service, interagency mail, and overnight delivery services utilizing Microsoft Outlook, interoffice mail, and messenger service, in order to provide mail and document handling support to ensure timely delivery.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Participates as part of the Office's space planning team by scheduling office furniture moves and entering appropriate tickets into the ServiceNow Portal in order to facilitate seamless and timely coordination of office movements. The incumbent may be required to work on other assignments within the scope and duties of the classification.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS Travel (Specify the percentage in the travel box below)Travel 0-5 % of the time to various locations and may include overnight travel by various methods of transportation.

- Use of hand cart and hand truck to transport documents and/or equipment (i.e., laptop computer, files, reference manuals, solicitation documents, etc.).
- Standing or sitting for extended periods of time.
- Frequent use of a personal computer, a variety of software applications, and peripherals at a workstation.
- Frequent use of copiers/printers and general office equipment.
- Ability to lift at least 25 pounds on a daily basis.

DESIRABLE QUALIFICATIONS

- Ability to effectively handle stress and deadlines in a fast-paced work environment.
- Good people skills

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- Microsoft Office Proficiency
- Ability to self prioritize workload
- Self starter

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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