

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
STATEWIDE OPERATIONAL SERVICES**

NAME:

JOB TITLE: Office Technician (Typing)

POSITION NUMBER: 420-021-1139-xxx

STATEMENT OF DUTIES: Under the general supervision of the Supervisor II within the Statewide Operational Services (SOS) Branch, Office of the Chief (OC), Division of Administrative Services, the Office Technician works independently and provides general office support to the units under SOS, including the Asset Management Unit and the Employee and Program Services Unit.

SUPERVISION RECEIVED: Works under the general supervision of the Supervisor II. May receive direction from other SOS unit managers as necessary to perform special clerical projects.

SUPERVISION EXERCISED: None.

TYPICAL WORKING CONDITIONS: Office work environment, home office or similar environment. Cubicle office in a smoke-free atmosphere. Ability to sit, type, rotate, and work in a computer workstation. Ability to move up to 20 pounds, file, copy, fax or digitally send documents while standing for short periods of time.

HYBRID TELEWORK POSITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. May be required to report to the HQ office periodically for operational needs.

ESSENTIAL FUNCTIONS:

- 50%** Provide general office support, including typing, filing, editing and formatting correspondence, photocopying, scanning, document preparation and logging. Assist the various programs as part of the Asset Management Unit and Employee and Program Services Unit (e.g., DOJ Property, Records Management, Vehicles, Forms, Parking, Credentials, Emergency Services) using a variety of software and databases, including Word, Outlook, Excel, the Asset Management System (AMS), and external agency systems (e.g., DGS) for equipment survey entries and vehicle functions.
- 35%** Assist the DOJ Property staff with clerical duties as it pertains to physical property inventory including assistance with preparation, running reports, reconciliation efforts and updating the AMS. Assist the DOJ Credential Coordinator with metal badge inventory and maintenance of records. Assist the DOJ Forms Coordinator with the department's forms inventory and maintenance of records.
- 10%** Oversee the maintenance and reservations for the Administrative Services Office of the Chief pool vehicles. Duties include checking out vehicles to staff and ensuring they return the cars in working order; driving the vehicle to get oil changes and routine maintenance, car washes, and

to prevent batteries from dying; monitoring for needed repairs and coordinating requirements with the DOJ Vehicle Coordinator and vendor, completing a monthly mileage log and tracking maintenance in Excel.

- 5%** Provide back-up support to the Administrative Services Office Technician which includes obtaining quotes from vendors, preparing and processing purchasing documents, scheduling office equipment maintenance calls, training requests, processing requests for live scan, maintaining logs, processing requests for Revolving Fund checks.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employees Signature Date

Supervisors Signature Date