

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Receptionist	
		Division and/or Subdivision CNR-Mendocino Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters 17501 N Highway 101 Willits, CA	
		Class Title of Position Office Assistant (Typing)	
		Position Number 541-113-1379-001	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	Under the close supervision of the Administration Supervisor I, the Office Assistant will perform the following duties: *Acts as receptionist, answers incoming calls and greets the public; refers calls to appropriate staff members; distributes all California Department of Forestry and Fire Protection (CAL FIRE) incoming mail and deliveries. *Prepares outgoing mail daily for United Parcel Service (UPS), FedEx, and U.S. Postal Service (USPS). *Handles incoming and outgoing email and fax messages. *Generates routine reports and maintain logs related to assigned programs. Assists with special projects and administrative assignments.		
20%	*Processes Fire Safe Regulation 4290 applications and maintains tracking system for same weekly. *Logs in and mails out condition of approval at start of project, and final inspection at end of project. *Answers general questions regarding the 4290 processes.		
20%	*Maintains paper and electronic filing systems. *Performs typing and office support such as photocopying documents as directed. *Operates office equipment such as computer, scanner, photocopier, and fax machine. *Uses Microsoft Office programs such as Word, Excel, PowerPoint, and Outlook during day-to-day activities. *Develops project tracking spreadsheets as requested. *Types, tracks and maintains revolving fund checks and database. *Ensures confidentiality and security of personnel and administrative records.		
5%	*Orders and maintains office supplies and forms for headquarters staff.		
5%	Other duties as required.		
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.			
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: May be required to work nights, weekends, or holidays.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	