



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Office Technician (Typing) (PI)	549-660-1139-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Office Technician (Typing) (PI)	R04
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Bay Area District	Bay Area District Office-Petaluma, CA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Senior Park & Recreation Specialist
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the direction of the Senior Park and Recreation Specialist, the Office Technician (Typing) Permanent Intermittent (PI) position will assist with filing and records management, document preparation, ordering and maintaining supplies, mailing and document handling, and creating correspondence for the Service Driven Program.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	PARTNERSHIPS Deliver professional and courteous support and customer service to staff and partners of the Bay Area District. Answer and route incoming calls. Draft correspondence and respond to incoming emails. Provide written and verbal information to the partners and the public regarding parks, fees, and programs. Manage calendars. Perform data entry to track Co-Management Agreements, Concessions, Volunteers in Parks Program (VIPPP), Cooperating Association Agreements, and Donor Agreements.	
40%	PLANNING AND PERMITTING Track and create written responses to media inquiries, California Environmental Quality Act (CEQA) filing, Right of Entry Permits, Real Property, and Pacific Gas and Electric (PG&E) work orders. Assist the special events coordinator with documentation needs. Write confidential reports, create and maintain filing systems, and maintain volunteer files. Draft correspondence for review and submission. Order and maintain supplies including necessary forms.	
15%	SPECIAL PROJECTS May assist with various projects from senior leadership as time permits. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Visit State Parks as needed.	
TYPICAL WORKING CONDITIONS		

Office work, daily and frequent use of personal computer and variety of office software applications at a workstation. Sit in a normal seated position for extended periods of time. Employee will occasionally travel to assist with setting up in-person meetings or community/partner events.

TELEWORK DESIGNATION

This position is designated as: (Check one)

☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible

SPECIAL REQUIREMENTS:

Possession of a valid class C driver's license is required. Must possess the ability to type at a speed of 40 words per minute; this ability must be verified through a typing certificate.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
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EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE
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