

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Office Technician	
		Division and/or Subdivision Amador El Dorado	
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 Camino	
		Class Title of Position Office Technician (Typing)	
		Position Number 541-417-1139-001	
		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.		
40%	The Office Technician (Typing), under general supervision of the Amador-El Dorado Unit's HR Manager, will be performing the following tasks:		
30%	*Independently greet, receive, and direct phone and in-person inquiries from the public and cooperating agencies, using detailed knowledge of Department of Forestry and Fire Protection (CAL FIRE) programs to answer questions and route calls appropriately as the front-desk receptionist. *Utilize various software programs, including Access, Excel, Word, internet and intranet applications. Operate office machines, including postal machines, copiers, scanners, and printers. *Receive all incoming correspondence and packages; review, sort, and distribute incoming and outgoing mail, and ensure proper maintenance of office equipment. *Ensure all outgoing mail is postmarked and sent daily. *Maintain inventory of office supplies, process supply orders, and prepare all necessary purchase documentation. Assist with facilitating meetings, which may require travel throughout the unit and/or state. *Maintain the cleanliness of the front office, lobby, conference room, mail/supply room and breakrooms.		
	*Provide clerical support to the Assistant Chief of Administration and the Supervisor Is. Prepare letters, memorandums, and other documents as directed. Provide assistance with the California Automated Travel Expense Reimbursement System (CalATERS) and CalATERS claims. *Process and track warrant distribution and maintains the revolving fund log. Scan all complete finance packets and maintain files in accordance with document retention policies. *Monitor and record fuel and utility usage. *Assist Personnel with file maintenance, preparation of new-hire packets, and shredding as required. Support Hiring by scheduling interviews and conducting shredding as needed. Assist the Prevention Bureau with clerical support which includes data entry, organization, and filing of all relevant documents and records.		
	*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: See page 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

20%

*Provide accurate incident information to the public during initial emergency incidents and answer inquiries regarding control or training burns within the Amador-El Dorado service area.
*Issue burn permits and assist the public with questions about obtaining additional permits as needed. Direct calls related to Defensible Space Inspections to the appropriate staff or program.

5%

*Provide clerical support to the Resource Management program, including maintaining program files, organizing documents, and assisting with related administrative tasks as needed. Prepare document copies for the public and collect associated payments. Act independently to handle initial public inquiries, using working knowledge of resource-related issues to provide information and respond to requests.

5%

Other duties as assigned.

*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.

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Job qualifications and/or conditions of employment: **The required hours for this position are 8:00am to 5:00pm Monday through Friday.**

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date