

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Office Technician (Typing)	Attendance Clerk
NAME OF INCUMBENT:	POSITION NUMBER:
	280-731-1139-xxx
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Administration Section/Administrative Operations Group	Joshna Singh
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Collection Division	Tax Administrator I
BRANCH:	REVISION DATE:
Tax	5/6/2026
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) Occasional travel is required for training or meetings.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under the general direction of the Tax Administrator I (TA I) and the functional guidance of the Lead Analyst II, the Office Technician (Typing) performs Attendance Clerk (AC) duties for the Collection Division. This position works closely with the TA I and Lead Analyst II to provide timekeeping support to the Division's managers and supervisors. The incumbent is a vital team member of the Administrative Operations Group and, as such, works with the management team and staff to maintain high professional and confidential standards in the daily operations of the office. In addition, the incumbent requires a high degree of knowledge of general office practices and is involved in sensitive public contact situations. Tasks performed by the incumbent include, but are not limited to the following:	
Percentage of Duties	Essential Functions
40%	Performs attendance-related functions, that include maintaining attendance records for a staff of 400 employees, prepares appointment and separation documents, reconciles time reports with leave balances, and processes benefit packages.

30%	Prepares and submits all required personnel transaction documentation to Human Resource Services Division and the Tax Support Division. Has a thorough comprehension of personnel reference materials, interprets personnel policies outlined in the Attendance Clerk Handbook and Personnel Management Handbook, and ensures compliance with established personnel procedures. Monitors Attendance email inboxes and provides prompt and accurate responses to inquiries related to payroll and benefits.
25%	Prepares and submits confidential correspondence, State Disability Insurance forms, Non-Disability Industrial forms and completes the eligibility forms for the Family and Medical Leave Act. Supports annual open enrollment activities including preparing and submitting benefit forms for employees requesting plan changes, ensuring compliance with deadlines and policies. Back up other Attendance Clerks as needed.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist
Other: <i>Click here to enter text.</i>	
Type of Environment: ☐ High Rise ☐ Cubicle ☐ Warehouse ☐ Outdoors ☒ Other: Hybrid: Telework/Office	
Interaction with Customers: ☐ Required to work in the lobby ☐ Required to work at a public counter ☐ Required to assist customers on the phone ☐ Required to assist customers in person ☐ Other:	
5. SUPERVISION EXERCISED:	
(List total per each classification of staff)	
N/A	
6. SIGNATURES	
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>	
Employee's Name:	
Employee's Signature:	Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>	
Supervisor's Name:	
Supervisor's Signature:	Date:
7. HRSD USE ONLY	

Office Technician (Typing)

280-731-1139-xxx

Classification and Pay Group (C&P) Approval		
☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, STD-625 on file.	C&P Analyst Initials:	Date Approved:
	JMB	2/12/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file