



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Office Technician (Typing), Permanent Intermittent	549-260-1139-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	OT	R04
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Prairie City Sector	Prairie City State Vehicular Recreation Area (SVRA)	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Sr. Park and 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		
The Office Technician (Typing) (PI) works under the direction of the Sector Manager at Prairie City. The reporting location is the Prairie City Sector Office in Rancho Cordova, CA. The Office Technician (Typing) (PI) provides administrative support for business, fiscal, and some personnel operations at Prairie City SVRA.		
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%	ADMINISTRATIVE SUPPORT Serves as receptionist for Prairie City SVRA and provides telephone coverage during normal hours of operation. Assists with the tracking of special events payments. Collects time sheets and routes them for signatures and processing through District. Participate in staff meetings and departmental training as assigned. Prepares typed material in rough draft or final format in conformance with State and departmental guidelines, to include letters, memos, and reports. Assist with logging and tracking of state-owned property including monthly Vehicle Use Report data entry. Create spreadsheets needed for tasks such as budget tracking, employee contact information, and other sector specific reference documents.	
40%	FISCAL AND PURCHASING Using the Financial Information System for California (FI\$Cal) accurately and in a timely manner process purchasing documents, P Cards, Purchase Orders, and Agreement for Services. Assist field staff with purchasing processes and supporting documents. Complete request for payment for utilities, open invoices, and travel expense claims.	
15%	OFFICE EQUIPMENT AND SUPPLIES Maintains work areas in a neat, clean, and safe function. Ensures that office equipment is maintained in a safe, functional and presentable condition and coordinates the services, repair, and maintenance of all office equipment. Recognizes and removes or report hazardous conditions. Inventories office supplies and prepares office supply orders as needed.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	

TYPICAL WORKING CONDITIONS		
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.		
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
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