

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 830-408-1139-001	Date:
Class: Office Technician (Typing)	Name:
Under direction of the Deputy Secretary for the Minority & Underrepresented Veterans Division, the incumbent will provide staff assistance on sensitive departmental or program issues, provide administrative and secretarial support. Ability to work under nominal supervision. May provide support/back-up to the Executive Office Staff. Specific duties include, but are not limited to:	
% of time performing duties:	ESSENTIAL FUNCTIONS
40%	Provide support to the Deputy Secretary on departmental or program activities. Coordinate administrative detail in the development and implementation of policies and procedures for the Agency. Cooperate with other agencies, groups, and individuals in connection with the coordination of departmental activities. Review incoming correspondence for the office. Compose and format letters and memorandum; edit and format rough drafts of reports and letters. Assist with preparing office procedure manuals.
20%	Handle a wide variety of public inquiries by telephone and in person. Provide detailed responses with backup material for the Deputy Secretary's review and approval, to telephone and written inquiries from the Governor's Office, the Legislature, Agency Division Staff and the Veterans' Community. Prepare, review and prioritize correspondence for Deputy Secretary's signature. Review outgoing correspondence for typographical errors and grammatical content for consistency with Agency practice. Some travel may be required.
15%	Keep appointment schedule for the Deputy Secretary of Minority and Underrepresented Veterans. Schedule, record minutes and participate in Division team meetings. Arrange meetings, prepare agendas, and make adjustments as necessary for scheduled meeting times. Prepare itineraries, make travel arrangements, and prepare travel claims.
10%	Screen and distribute incoming mail, refer to appropriate staff member and follow-up to ensure deadlines are met. Develop and maintain a tracking system for assignments and due dates – to include division's weekly activity report, daily activity report and monthly Secretary report deadlines.
10%	Prepare purchase orders and reproduction orders; act as attendance clerk for office staff; maintain departmental, confidential, administrative files.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone, communicate with department managers, department staff and provide verbal information.					X
SPEAKING: Communicate with staff and the public in person and via telephone and interact in meetings.					
WALKING: Within the building to various units.				X	
SITTING: Work station meetings and training.				X	
STANDING: Copy documents and review records.			X		
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy, complete forms, research laws, rules and processes.					X
COMPREHENSION: Understand laws, rules, regulations, policies, and procedures, content of meetings, trainings and work discussions.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:			X		
LIFTING 25-50 LBS:			X		
FINGERING: Push telephone buttons, and computer keyboard.					X
REACHING: Answer telephone, use a mouse and print documents on desk printer.					X
CARRYING: Transport documents.			X		
CLIMBING: Stairs.			X		
BENDING AT WAIST: Use copier and access low file drawers.				X	
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork and distribute mail.					X
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer and fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.			X		
WORKING IN CONFINED SPACE: File, supply and storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____