

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Office Technician (General)	<i>Office Technician (General)</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-603-1138-062
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Document Management Section/Document Management Group/Document Management Units	<i>Click here to enter text.</i>
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Document Management Division	Office Services Supervisor II
BRANCH:	REVISION DATE:
Administration	12/13/2021
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.)	
Ability to lift up to 25 pounds	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under the general direction of the Office Services Supervisor II (General), the Office Technician (General) performs a variety of full journey level duties in the Document Management Group. As a lead person, the incumbent helps to direct the workflow, answers questions for other staff, assists in training and mentoring new staff in the mail operations, and operates an OPEX Model 51/72 semi-automated mail extraction machine and a Kodak i850 scanner. The responsibility of this position requires that the incumbent be able to communicate effectively and apply tact and good judgment. The incumbent performs tasks involving incoming mail, document/check preparation, and white mail scanning, while taking into account the processing deadlines for the various workloads. Due to the arrival time of the mail and strict processing time frames, the incumbent may be required to work early hours. The incumbent must be able to move mail trays, boxes, or tubs from mail cages to various work areas or to the mail opening, scanning, and remittance processing equipment. The incumbent will be required to move boxes of material weighing up to 25 pounds.	

Percentage of Duties	Essential Functions
40%	Duties required in a lead position: - Act as a lead person in the Document Management Group, responsible for completing a variety of tasks/functions - Assist in training new employees in incoming mail receipt, mail opening, including document and check scanning preparation - Answer questions from other staff regarding unit workloads and procedures. - Assist in directing the work flow and ensuring priorities are met.
30%	Duties include workloads related to both remittance and non-remittance items: - Maintain mail receipt and inventory records as needed. - Process work items, such as remittance and non-remittance items identified for further research or preparation prior to the deposit and/or scanning process - Batch, scan, and index correspondence and various departmental forms.
25%	Machine operation duties include: - Operation of semi-automated and automated mail sorting and opening equipment. - Operation of white mail scanning equipment. - Ensure that the mail processing and scanning equipment is maintained in good order by following daily cleaning procedures. - Reporting/recording issues related to mail opening and scanning machines - Testing the machines to ensure the fixes are in place.
Percentage of Duties	Marginal Functions
5%	Other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	
Type of Environment: ☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:	
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)	
<i>Click here to enter text.</i>	
6. SIGNATURES	

Civil Service Classification
Office Technician (General)

Position Number
280-603-1138-062

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

☒ Duties meet class specification and allocation guidelines.

PMG Analyst Initials

Date Approved

☐ Exceptional allocation, STD-625 on file.

FNB

7/22/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

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.

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