

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Receptionist	
		Division and/or Subdivision CSR Tuolumne Calaveras	
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 San Andreas	
		Class Title of Position Office Technician (Typing)	
		Position Number 541-418-1139-005	
		Effective Date 07/15/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the direct supervision of the Supervisor I, the Office Technician (Typing) is responsible for performing a variety of difficult clerical tasks and providing administrative support to the Unit and Assistant Chiefs. Time allocated for these duties are approximate and will vary throughout the year.		
25%	* Answer telephones, take messages, screens visitors and calls for Unit Staff and Assistant Chiefs, delivers faxes and messages to receiving party. *Exercise professional communication with others by telephone, and in person, independently evaluate their needs and take appropriate independent action. *Accurately interpret State/Unit policies on burn permits and campfire permits, stays familiar with current programs available to the public through CAL FIRE and other cooperating agencies. *Effectively relays information to the public. *Maintain public information handouts, and current information lists electronically and displays in desktop multi document holder. *Review and determine routing of incoming mail for Unit staff.		
	*Performs any combination of general office, complex clerical and/or typing duties which may include, but is not limited to, preparing/formatting correspondence, reports and other documents. *Records management, spreadsheet development and the use of office related equipment and approved computer software in a competent manner. *Evaluate and prepare/process necessary documents to order and maintain supplies, equipment, and/or maintenance of headquarters and office equipment.		
	*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: The Office Technician (Typing) Must possess a current Typing Certificate for 40 wpm or more. May be required to work nights, weekends and various hours in support of Department needs.			
"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 _____	

Working Title of Position
Receptionist

Percentage of Time
Required

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

25%

*Assist Administrative Support Staff, Finance, Personnel and Assistant Chiefs with routine and major projects which may require typing, photocopying, assembling and distribution of materials. *Process and distribute payroll warrants. *Update Headquarter Office's Injury and Illness Prevention Program (IIPP) binder, and Duty Chief binders. *Maintains, updates, and distributes unit phone rosters and the front desk resource directory.

15%

*Process PO-302's for new employee identification cards requests per department policy. *When needed, uses camera to take new employee photo for identification cards. *Verify accuracy of employee ID's, distribute ID's, maintain employee signed PO-303, Employee Identification Distribution Log, for the unit, and deliver PO-302's to Personnel for employees Original Personnel File (OPF). *Monitor expiration dates on employee ID's for renewal.

5%

Other duties as required.

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Job qualifications and/or conditions of employment: **Desirable qualifications:** Be proficient in Outlook, Microsoft Word and Excel, possess good spelling, punctuation and grammatical skills. Able to work under pressure, be flexible and adaptable to changes of circumstance and the environment with a willingness to learn new systems and processes. Good attendance, punctuality and dependability is a must. Demonstrate good judgment, sound decision making and stay true to organizational values and our mission. Team player. Work independently and with a high degree of accuracy.

"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