

Department of Consumer Affairs

Position Duty Statement

HR-041a (new 7/15)

Classification Title	Board/Bureau/Division
Office Technician (G)	Board of Registered Nursing
Working Title	Office/Unit/Section / Geographic Location
Administrative Services Technician	Consumer Services and Board Operations Div./ Board Operations/Admin Support Sacramento Office
Position Number	Name and Effective Date
630-110-1138-001	

General Statement: Under the general direction of the Office Services Supervisor II (OSS II), the Office Technician (OT) is responsible for technical activities to the Board Operations Division. Duties include, but are not limited to, the following:

A. Specific Assignments [w/Essential (E) / Marginal (M) Functions]

60% (E) Inventory Management

Maintain inventory of all supplies and forms, anticipate Board needs and initiate ordering all supplies and forms based on knowledge of program needs. Receive, unpack and check all incoming materials against invoices or bills of lading. (30%)

Develop and maintain storage record keeping systems to track costs and volumes ordered, and to ensure security and efficient use of materials. Maintain a complete automated inventory tracking system of office furniture and equipment to include pertinent information such as location, model, serial numbers, purchase date and useful life expiration date. Stock shelves with supplies and forms. (30%)

25% (E) Daily Office Management

Load and unload large boxes of materials. Move and rearrange imaging licensee file boxes when needed. Transport boxes for destruction, offsite storage and records management. Schedule and monitor furniture deliveries and installation. Assist with office moves and alterations.

Respond to employee complaints about office wide issues such as heating/air conditioning, lighting, and requests for janitorial services. Maintain office card key log, master door keys, and modular furniture keys. Order building card keys for new employees, or replacements for lost or damaged card keys.

10% (M) Equipment and Furniture Maintenance

Develop and maintain a maintenance record spreadsheet on all office equipment, such as copier meter readings, to ensure that maintenance contract allotments are not exceeded. Arrange for repair of office equipment and furniture. Recommend interim measures until repairs or replacement are accomplished.

5% (M) Training and Meetings

Attend all training and meetings that will assist in the OT's development and upward mobility.

B. Supervision Received

The Officer Services Supervisor II directly supervises the OT.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The OT has daily contact with the Office Services Supervisor II for direction, procedural changes and updates; daily contact with Board staff; frequent contact with the Supervisor I.

F. Actions and Consequences

Failure to properly maintain inventory may delay the Board's operations; improper handling of imaging documents may result in the inadvertent release of licensee's information to the public.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. The use of a personal computer, telephone, copier and fax machine and microfilm reader, printers and audit equipment is essential to the duties of this position. The position requires incumbent to position self to retrieve files, remain in a stationary position consistent with office work, and occasional light lifting of no more than 20 lbs.

H. Other Information

- Strong communication skills.
- Dependability, flexibility, tact, professionalism and ability to work cooperatively.
- Ability to communicate effectively with applicants having English as a second language.
- Cultural sensitivity to work effectively with applicants from various countries.
- Ability to exhibit courteous behavior towards coworkers and the public at all times.
- Regular and consistent attendance is required.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Revised: 7/2026