



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Office Technician (Typing) (Permanent-Intermittent)	549-635-1139-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
North Coast Redwoods District	District Permit Coordinator (PI)	R04
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
District Office	Fort Humboldt State Historic Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Superintendent III
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the supervision of the State Park Superintendent III, the Office Technician will act as the Permit Coordinator processing daily permit requests, monitor permit-related email so that inquiries can be answered and processed in a timely manner. This role requires exceptional organizational skills, attention to detail, and the ability to handle sensitive information with utmost confidentiality, strong communication and customer service skills, and the ability to accurately account and handle numerous check and cash transactions. The reporting location for this position will be 3431 Fort Avenue, Eureka, CA 95503.		
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	
35%	CLERICAL Performs various administrative tasks, including managing correspondence, drafting documents, photocopying, scanning, and preparing reports using a computer. Maintains and updates departmental files, records, and databases, ensuring accuracy and confidentiality. Preparation and distribution of materials, forms, and documents required for departmental operations. Process fee payments with appropriate documentation.	
25%	RECORDS MANAGEMENT Maintain organization of email correspondence of permit inquiries. Track documents that have been received and are still pending submission and notify requesters of accepted timeframe for submissions. Follow-up on permit requests to ensure timeliness and receipt of required documentation/information. Maintain a hard copy and electronic copy of permits, while also keeping track of missing documents/information. File finalized permits appropriately.	
20%	COMMUNICATION AND INFORMATION MANAGEMENT Receives and routes incoming calls, messages, and inquiries. Provide general information to the public and other agencies. Assists in the preparation and distribution of internal memos, bulletins, and other communication. Follows guidelines for each type of request (Special Event, Wedding, Spreading of Ashes, Filming, and Photography) and assist with updating changes where needed. Notify Park Staff of any changes to permitting processes or changes to the status of individual permits, especially if the permit has already been approved. Send permit requests out for review once all required documents have been received. Mails the approved permits to requesters once they are completed. Maintain and update a permit tracking spreadsheet to track	

	permit statuses throughout all parks, as well as a “living” binder that has information on each park unit.	
15%	Monitor permitted events in parks ensuring that permit conditions, rules and stipulations are being followed and document compliance issues and relay them to the supervisor.	
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		
Must be willing to work weekend and holidays as necessary. Prolonged sitting in and office setting, prolonged bending, standing, and sitting. Work inside and outside: walking over uneven terrain, bending and lifting. Frequent walking on even and uneven surfaces. Travel using a state vehicle.		
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