

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION: Office Technician (Typing) – Limited Term	WORKING TITLE: Attendance Clerk
NAME OF INCUMBENT: <i>Click here to enter text.</i>	POSITION NUMBER: 280-021-1139-946
SECTION/UNIT: ARU 021 – UIC San Francisco	SUPERVISOR'S NAME: Alisa Patnaude
DIVISION: UI Southern Operations Division	SUPERVISOR'S CLASSIFICATION: EPM III
BRANCH: Unemployment Insurance	REVISION DATE: 10/15/2025
Duties Based on: ☐ Full Time ☐ Part Time – Fraction _____ ☒ Limited Term	
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 (<i>e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.</i>):	
Duties based on FT Limited Term. Required to have a valid typing certificate of at least 40 words per minute.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Under the direction of the Employment Development Administrator or a Section Manager, the Office Technician provides in-depth clerical supports for the office, the manager, and the management team. Independently performs complex and highly technical clerical duties, including composing and typing original letters and local office form letters. Exercises a high degree of initiative and independence in performing assigned tasks. Represents the manager and the office in contact with the general public, as well as within the Department and the Branch. Handles complex correspondence, which may be sensitive or confidential in nature. Is responsible for establishing and maintaining all office filing systems. Acts as the office's personnel/payroll/attendance clerk and supply clerk. Participates in Total Quality Management (TQM) projects and processes. Demonstrates an awareness of the Department and Branch vision, mission, values, and goals.	
Percentage of Duties	Essential Functions
45%	Independently performs complex typing assignments. Applies specific rules, office policies/procedures, the EDD Correspondence Guide and Gregg Reference manual to create correspondence, memorandums, forms, and reports from written copy, rough draft, or general outline. Maintains files on disks or hard drive, retrieves and converts information and makes revisions as necessary. Proofreads and edits prepared documents and makes required corrections in format, spelling, grammar, and punctuation before submitting completed work to office staff. Communicates professionally and effectively with the public and members of the

HRSD Rev. 2 (4-18)

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, 625 on file.

NW

8/4/2026

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:

Click here to enter text.

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