

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
BUSINESS OPERATIONS SECTION
ADMINISTRATIVE BRANCH
DUTY STATEMENT**

NAME: Vacant
CLASSIFICATION: Office Technician (Typing)
WORKING TITLE: Fiscal & Procurement Services Technician

STATEMENT OF DUTIES: Under the general supervision of the Supervisor I, the Office Technician (Typing) (OT-T) performs a variety of typical and general office duties for the Administrative Branch of the Division of Medi-Cal Fraud and Elder Abuse (DMFEA). The OT-T assists analysts in the branch by ensuring fiscal, contracts, procurement, and administrative information is accurately processed, tracked, and maintained in various databases. The OT-T is responsible for operating the front desk and executing reception duties at the DMFEA Sacramento office(s). The OT-T exercises initiative and professionalism; and works with both internal and external stakeholders and executive management to obtain updates, signatures, and review documents. May receive direction from the management team within the DMFEA Administrative Branch.

SUPERVISION RECEIVED: Reports directly to the Supervisor I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal up to eight hours a day. Ability to lift up to 50 lbs. may be required. Ability to stand and photocopy for up to four hours.

TYPICAL WORKING CONDITIONS: In the office, a partitioned or open-space cubicle in a smoke-free environment. In-state travel may be required.

ESSENTIAL FUNCTIONS:

40% Acts as front-desk receptionist at the DMFEA Sacramento office(s), providing the first point of contact to both DMFEA staff and visitors. Performs receptionist duties including, but not limited to, answering of multiline telephones and referring calls to appropriate staff; taking concise and detailed phone messages; greeting visitors and directing them to the appropriate staff or office; scheduling and arranging conference rooms; handling and routing checks to appropriate staff following procedures; and filing the check-in log for emergency attendance needs. Creates shipping labels in the FedEx system and affixes to packages for daily courier needs. Maintains the Sacramento office equipment including meter machines, copiers, facsimiles, scanners, shredders, and multifunctional devices, including vendor contact for troubleshooting and reordering of supplies. Provides typing, administrative, and clerical support to the Administrative Branch including typing various forms of correspondence, reports, or other materials; continuous data entry in various spreadsheets including badge logs and check logs; and copies and distributes division-wide material as appropriate.

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
BUSINESS OPERATIONS SECTION
ADMINISTRATIVE BRANCH
DUTY STATEMENT**

- 25% Provides administrative support to the Fiscal and Contracts Analysts including preparing revolving fund check requests and processing invoices related to work orders. Maintains system to track all DMFEA travel expense claims and provides monthly reports to executive management on travel expenditures to support accurate budget projections related to fiscal monitoring and federal grant application development.
- 25% Provides administrative support to the DMFEA Procurement Analysts including the data entry maintenance of electronic procurement records and databases. Prepares revolving fund check requests and processes invoices related to PACER and Verizon. Monitors and interprets data within the DOJ accounting system for invoice payment statuses. Prepares and types requests for routine supply orders on a statewide basis.
- 10% Assists the Administrative Branch with special projects as assigned. Provides training to the Seasonal Clerks in the Sacramento office(s). Provides back-up assistance to other DMFEA Administrative Branch staff as needed or as directed by division management.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature Date

Supervisor Signature Date

Employee Name

Supervisor Name