

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Administrative Office Assistant	
		Division and/or Subdivision BDU Headquarters	
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 Bernardino Unit (BDU)	
		Class Title of Position Office Assistant (T)	
		Position Number 541-313-1379-001	
		Effective Date 8/1/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	I. DEFINITION The Administrative Office Assistant works under the direction of the SSMI (Staff Services Manager I) and Unit Administrative Officer assigned to San Bernardino Unit (BDU) Headquarters. This position requires a high degree of initiative, the ability to work independently, demonstrate good judgment, communicate effectively, and have strong organizational skills. The incumbent is expected to perform a variety of duties and assists the public with inquiries and correspondence. Works with and assists the Personnel, Finance, and Hiring programs in completing the Department's mission. Will also have knowledge of Microsoft programs such as Excel and Word as well as the ability to research state forms and policies via Agency Intranet and the internet. II. DUTIES As the Administrative Office Assistant, the duties and responsibilities include but may not be limited to: A- *Performs unlock and lock-up procedures for Unit Headquarters Administration building. *Answers telephones, routes calls to office staff and takes messages for staff that are unavailable. *Greet public and answers questions or directs them to the appropriate function or agency. *Performs general clerical duties such copying, printing, scanning, and sending FAX as needed. *Receives and distributes all incoming and outgoing mail, including sorting into mailboxes and notifying recipients of large deliveries. *Maintains postage meter and freight logs. *Maintains visitor log and notifies appropriate staff when visitors arrive. *Provide exceptional customer service and manages complaints or concerns with professionalism, escalating issues as needed. *Ensure reception and common areas are clear, organized, and welcoming. <i>*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.</i>		
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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	

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20%	B- *Maintains general knowledge of Unit protocols and programs. *Updates and distributes contact information for Headquarters staff. *Provides clerical support to staff and responds to routine inquiries regarding procedures. *Assists Unit programs through the input and updating of data in departmental databases and tracking systems. *Verifies accuracy and maintains confidentiality of records.		
15%	C- *Issues and tracks distribution of state identification cards, ensuring compliance with departmental requirements for security and tracking.		
10%	D- *Maintains list of supply needs for office. *Keeps inventory of office supplies and uses the materials requisition process for getting supplies up to required standards. *Assists with maintaining organization and cleanliness of supply and filing rooms.		
10%	E- *Schedules meetings, coordinates staff and program calendars. Assists with arranging meeting logistics, including reserving rooms and preparing necessary materials. *Assists in planning and organizing events.		
5%	F- Other duties as required.		
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