

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Front Office Receptionist (Limited Term)	
		Division and/or Subdivision Shasta-Trinity Unit	
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 Redding	
		Class Title of Position Office Technician (Typing)	
		Position Number 541-213-1139-602	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	Under the direction of the Human Resources Manager - Supervisor I, the Office Technician serves as the Front Office Receptionist at the Shasta-Trinity Unit (SHU) Headquarters and is responsible for handling the various tasks associated with the front office.		
45%	*Greet, receives, and assists members of the public with their inquiries. *Answers all incoming calls into the unit and properly routes calls to appropriate destinations. *Places and forwards calls pertaining to a variety of unit matters. *Raises and lowers the flags at 0800 and 1645. *Issues and answers questions about burning, timber, campfire, and other related permits. *Maintains the front office and production room in neat order and replenishes supplies weekly. *Receives and processes fees and issues receipts. *Orders supplies and forms for the office. *Maintains unit manuals and other resource materials for State and County as requested by the Unit Chief, Deputy Chiefs, and Division Chiefs. *Receives, processes, and distributes incoming United States Postal Service (USPS) mail, inter-office mail, and Shasta County courier mail. *Organizes and readies outgoing mail, including the shipment of various packages. *Manages the postage machine and facilitates obtaining postage.		
5%	Other duties as assigned.		
*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.			
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: May be subject to working nights, weekends and holidays.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only ☐ Posted to Directory			