

**DEPARTMENT OF JUSTICE BUREAU
OF GAMBLING CONTROL
BACKGROUND INVESTIGATION UNIT**

JOB TITLE: Office Technician (Typing)

STATEMENT OF DUTIES: The Office Technician (T) utilizes a detailed knowledge of Bureau and Division policies and procedures. This position will provide staff assistance and administrative support to the Manager II and four Senior Managers in the Background Investigation Unit. It is critical that this employee exercise good judgment and perform the duties of this classification at a high level.

SUPERVISION RECEIVED: Reports directly to the Manager II of the Background Investigation Unit.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Bending, kneeling, and lifting up to 10 pounds.

TYPICAL WORKING CONDITIONS: Cubicle workstation in a smoke free environment.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS

- 40% Compose and type letters and general correspondence for Senior Managers with the cardroom industry, vendor companies, Tribal Gaming Agencies, designated agents, national and international gambling regulatory and law enforcement agencies, as well as the California Gambling Control Commission (Commission). Ensure correspondence is in proper format and proofread. Compiles reports from the licensing system and prepares Commission meeting binders and binder updates. Tracks section expenditures and changes in personnel and maintains a production and tracking log for unit level projects. Manages the subsequent arrest notification process and gathers court documents as necessary. Assists with managing the flow of information between Licensing and other Bureau Sections resulting from, but may not be limited to, regulations, legislation, statement of issues, accusations and letters of warning.
- 30% Processes individual and mass mailings for the Licensing Branch. Makes travel arrangements for all licensing staff, as necessary. Submit travel claims and prepare travel itineraries. Schedule and coordinate meetings and take minutes of the meeting. May assist with scheduling and ensuring all proper documents are received and completed for hiring interviews.

OT – Background Investigations Unit

Page 2

- 20% Performs other clerical duties, such as screening calls, preparing and maintaining files, maintaining phone rosters, email groups, photocopying, and ordering supplies. May be required to provide clerical assistance to other Licensing units, as needed.
- 10% Manage the evidentiary hearing case calendar. Assists Licensing Managers with document gathering for evidentiary hearings

I have read and understand the essential functions and typical demands required of this job and I am able to perform the essential functions with or without reasonable accommodation.

Employee's Signature Date

Supervisor's Signature Date