

RPA NUMBER 31104	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME Capitol Historic Region / Capitol Park	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1300 L Street, Sacramento, CA 95814	
CIVIL SERVICE CLASSIFICATION Office Technician (Typing)	POSITION NUMBER 308-234-1139-006	CBID R04
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☒ No	PROBATIONARY PERIOD ☒ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday; 7:00 a.m. - 3:30 p.m.	TENURE P	
WORKING TITLE Office Technician	TIMEBASE FT	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☒ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department’s Mission. That mission is to “Deliver results by providing timely, cost-effective services and products that support our customers.” DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under general direction of the Supervisor I in the Facilities Management Division, Grounds Office, the Office Technician (Typing) independently provides clerical support and performs sensitive and complex Attendance Clerk (AC) duties and provides Office Technician/Attendance Clerk coverage at all other buildings in Capitol Historic Region as needed.

☐ Medical Clearance

☒ Background Clearance

☒ Typing

☐ DMV Pull Notice

☐ Drug Testing

SPECIAL REQUIREMENTS ☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)

☐ Professional License (specify below in Description)

☐ Other (specify below in Description)

Background Clearance
This position and/or location requires background investigation clearance.

Typing
A valid Typing Certificate of Proficiency of not less than 40 words per minute.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Serves as the Attendance Clerk for [Division/Program], in coordination with the Office of Human Resources (OHR) by assisting staff with the completion and submission of timesheets, Statement of Economic Interests (Form 700), benefit enrollment and changes pertaining to appointments, separations, transfers and retirements, entering personnel related information into the Activity Based Management System, resolving timesheet issues, and distributing pay warrants, utilizing in the Project Accounting & Leave system, the DGS Attendance Clerk Manual, applicable Bargaining Unit Agreements, and in accordance with California Department of Human Resources and State Personnel Board rules and regulations, in order to report accurate time accounting and submit

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

PERCENTAGE	DESCRIPTION
	correct benefit packages to OHR, to ensure accurate and timely submittal of payroll and benefit information is conveyed to the Personnel Specialist in OHR in compliance with state requirements.
30%	Independently provides a variety of the most difficult clerical support duties for [Division/Program] by scheduling meetings, preparing meeting agendas and notes, typing, reviewing, and distributing difficult and sensitive documents, letters and various correspondence, distributing confidential documents, and maintaining database spreadsheets in order to provide timely and accurate customer service, to ensure office needs are met, in compliance with established policies, procedures, and departmental and office guidelines, utilizing Microsoft Office Suite and other appropriate software.
20%	Serves as the receptionist for [Division/Branch/Unit], by greeting and providing customer service to [customers served (staff, clients, other state agencies and the general public)], answering incoming telephone calls, directing requests to the correct point of contact, maintaining office files, and independently generating correspondence, utilizing knowledge and application of applicable regulations, policies and procedures, in order to provide excellent customer service, to ensure continuity of business operations.
10%	Orders office supplies for [Division/Program] by tracking and maintaining inventory, and purchasing from approved vendors, executing the bidding process when required, and reconciling statements and receipts in Financial Information System for California, using assigned Procurement-Card (P-Card) or ServiceNow in order to procure the supplies necessary for staff to perform essential functions to ensure compliance with P-Card policies, procedures and manual.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Provides back-up and support to other clerical staff by reviewing and processing outstanding work items, in order to maintain business continuity and ensure timely customer service.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

May work in low-rise to high-rise office building environment.

Professional business environment.

Daily use of personal computer and a variety of office software applications at a workstation.

DESIRABLE QUALIFICATIONS

Professional office environment.

Required to move/transport office supplies, supplies, etc.

Daily use of personal computer and a variety of office software applications at a workstation.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
---------------	--------------------	-------------

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
-----------------	----------------------	-------------

C & P APPROVED BY	DATE SIGNED
-------------------	-------------