



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Office Technician (Typing) (PI)	549-741-1139-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Luis Obispo Coast	Office Technician (Typing) (PI)	R04
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Admin Services	Morro Bay State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Supervisor I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The reporting location for this position is the Morro Bay Sector Office at Morro Bay State Park. Under the direction of the Supervisor I, the incumbent performs a wide variety of clerical and administrative support duties for the District that require a high degree of initiative and judgement. The position provides administrative support for procurement, accounting, budgeting, contracts, travel, purchasing, and other office duties in support of Coastal Sector operations, including the Natural Resources Program. The incumbent utilizes various computer applications to process financial and administrative documents, maintain records, prepare reports, and assist staff in complying with Department policies and established procedures. This position also serves as a primary point of contact for visitors by providing information regarding camping reservations, park operations, and general inquiries while delivering professional customer service and supporting the daily operations of the Morro Bay Sector Office.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	<u>PROCUREMENT AND ACCOUNTING</u> Provide administrative support for the District's procurement and accounting functions by processing and tracking open invoices, Purchasing Cards (P-Cards), Voyager fuel cards, purchase orders, contracts, and Agreement for Services (DPR 285) documents. Review purchase requests, invoices, and supporting documentation for accuracy, completeness, and compliance with Department policies before processing. Assist accounting staff with preparing expenditure reports, monitoring budgets, and reconciling financial records. Research and resolve discrepancies by coordinating with District staff, vendors, and headquarters personnel to ensure timely and accurate payments. Maintain organized procurement and accounting records and assist with auditing financial transactions to ensure compliance with established procedures.	
35%	<u>NATURAL RESOURCES PROGRAM SUPPORT</u> Provide administrative support to the Natural Resources Program by processing purchases, maintaining program files, and entering data into Department databases and tracking systems. Compile budget information, expenditure records, and program reports for management review. Prepare correspondence, spreadsheets, and other administrative documents to support program operations. Monitor purchasing status and maintain accurate records in accordance with	

	Department policies. Coordinate with program staff to ensure administrative activities are completed accurately and efficiently.	
15%	<u>ADMINISTRATIVE SUPPORT AND TRAINING</u> Provide administrative support for District operations by coordinating vehicle tracking, travel requests, training registrations, and required reporting. Prepare correspondence, reports, and other documents using standard office software while maintaining accurate electronic and paper records. Maintain confidentiality of sensitive fiscal, personnel, and operational information. Establish effective working relationships with staff, vendors, and partner agencies to support efficient office operations. Attend required training to remain current with Department policies, procedures, and applicable regulations and perform other related administrative duties as assigned.	
10%	<u>VISITOR SERVICES SUPPORT</u> Serve as the primary front office point of contact by providing professional customer service to visitors, employees, and partner agencies in person, by telephone, and through email. Respond to inquiries regarding camping reservations, park facilities, permits, fees, and general District operations. Receive and route visitors, telephone calls, mail, and correspondence to appropriate staff. Resolve routine customer concerns using sound judgment and refer complex issues as needed. Support daily office operations by maintaining informational materials and assisting with administrative tasks that enhance visitor services.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Performs other job-related duties as necessary for operational continuity.	
TYPICAL WORKING CONDITIONS		
The incumbent works in an office setting with artificial/natural light and temperature control. The ability to use a personal computer and telephone is essential. The incumbent must be able to frequently remain in a stationary position at a workstation throughout the day and will occasionally interact with public visitors.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C drivers license is required. Must be able to type at least 40 words per minute.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE