



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field Division	Office Technician (Typing) (PI)	549-900-1139-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Great Basin District	Office Technician (Typing) (PI)	R04
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Great Basin District	Great Basin District Office	
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		
Under the general supervision of the Supervisor I, this position will perform a variety of general office and clerical work and is required to perform typing duties for data entry tasks, accounting and fiscal, public information and general clerical operations. The work requires in-depth knowledge of the workings of the department and the district, following directions, learning and applying laws, rules and regulations, procedures and policies, meeting and dealing tactfully with the public and co-workers either face-to-face, by telephone, or via email. The reporting location will be the Great Basin District Office at 15101 Lancaster Road, Lancaster CA.		
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	
40%	Data Entry and Management Use computer, utilizing software programs such as Microsoft Word, Excel, Outlook, PowerPoint to complete assignments such as letters, memorandums, updating lists, logs and schedules as directed by supervisory staff. Corresponds with sector offices to gather monthly attendance information, process, and submit by deadline. Gathers Vehicle Usage Reports (VUR) from sectors and District Office. Organizes and updates centralized records within the district. Updates archived document spreadsheet. Maintains district calendar. Performs general clerical word processing and spreadsheet support as requested. May be required to drive a State vehicle between park locations as needed to perform assigned duties.	
30%	Public Information and General Clerical Assist administrative park aide with front desk, answer and route incoming phone calls and emails. Provides information and assistance to the public by telephone or in person. Sells passes and ensures the purchasers are qualified to purchase such passes. Take messages and relays them to appropriate personnel. Maintains brochures, general information, telephone numbers and maps. Updates and maintains calendars and conference room reservations, etc. Processes incoming and outgoing mail. Ensure FedEx packages are prepared properly for pick up. Maintain filing systems. Assists staff with preparing file folders and binders. Operate copiers, ten key calculators, and postage machines. Maintain office equipment in a safe, functional, and presentable condition, arrange for servicing and repair of equipment when needed. Change toners and paper in machines when needed. Monitors office equipment for paper supplies, toner supplies, etc., and notifies staff when supplies are low.	
25%	Accounting and Fiscal	

	Assists with auditing fuel card purchases and enters the information into the WEX database. Uses Fi\$cal System locating Fi\$cal ID numbers, create new ID's, and reconciles expenditures. Maintains Park Pass logs for inventory. Assists with authorization for payment (vouchering) as backup for the Accounting Analyst I. Assist with preparing and reconciling Report of Collections. Assists with ordering and inventorying of office supplies. Distributes payroll to ensure separation of duties. Responsible for the proper destruction of accountable documents in accordance with established policies and procedures.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Work is primarily performed indoors in an office environment, with approximately 90% of the workday spent sitting.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
This position requires a valid California Class C Driver's License.		
Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.		
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