



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Audits Office	Office Technician (Typing)	549-027-1139-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Headquarters/Audits Office	Office Technician	04
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Audits Office	Sacramento	0
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Supervising Management Auditor
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The Office Technician will work under the direction of the Supervising Management Auditor (Audit Chief). The incumbent will perform a wide range of clerical support duties requiring a working knowledge of various software programs including Outlook, Word, Excel, and Teams. Maintains a tracking system and generates project status reports. Composes memos and letters for Audit Chief's signature including proof reading for grammar, punctuation, and format. Ensure proper distribution of reports and correspondence. Maintains files of a confidential and sensitive nature. Reconciles travel, purchasing, and other charges to ensure proper accountability and accuracy. Research and corrects discrepancies. Tracks personnel matters including timekeeping and training. Receives and screens telephone calls, Audits Office emails, and maintains adequate office supply level.		
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%	Uses various Microsoft Office programs to format and finalize reports, letters, and memoranda prepared by auditors and management. Proofreads audit reports and correspondence for spelling, grammar, punctuation, and formatting before final release. Incorporates schedules, charts, and other formatting elements into reports as needed. Ensures the appropriate signatures are obtained and that distribution of memos, letters, and reports containing sensitive and confidential content conforms to established distribution criteria.	
20%	Receives, logs, and tracks completed grant program and internal audit reports. Maintains a tracking system and generates project status reports for supervisors and management.	
20%	Performs monthly or periodic tasks including reconciling monthly travel claims, purchases, and contract services to ensure accurate charges to the unit; maintains reference manuals and correspondence files; tracks routine personnel matters including timekeeping, and training status changes and employee notices; screens telephone calls and visitors; maintains office supplies and coordinates supplies orders. Processes probation reports and annual performance reports.	
20%	Prepares and maintains hardcopy and/or digital files of confidential and sensitive material. Fields phone inquiries of a sensitive nature, including ongoing sensitive audit matters, grant payment discrepancies, or other confidential matters.	
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		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
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