

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Administrative Services	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 270 - 1138 - 010	
DIVISION/UNIT Facilities Management/Business Services	CLASS TITLE Office Technician (General)	
INCUMBENT NAME Vacant	WORKING TITLE Business Services Technician	
CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.		
Under direction of the Business Services Manager, Supervisor I, the Office Technician (General) operates as the Business Services Technician and is responsible for performing a variety of the most difficult duties to support the Business Services operations. The incumbent regularly performs a variety of clerical duties and is expected to exercise a high degree of initiative and independence in performing the assigned tasks.		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.	
35%	ESSENTIAL FUNCTIONS Operate a state vehicle to provide messenger service to multiple locations in the Sacramento area several times a day each day of the work week. Handle sensitive correspondence, confidential material, payroll warrants and/or deliveries that require authorizing signatures and confirming receipt of such items. Deliver sensitive or special runs to pick up dated materials while adhering to strict delivery schedules and time frames.	
20%	Serve as a back-up to copy center technician, which includes performing the following duties at a functional level. Duties include but not limited to duplicating tasks, including creating and maintaining agency brochures and pamphlets; produce and disseminate the Teachers' Retirement Board agenda monthly; provide documentation for printing services; operate various types of office equipment; prepare master copies of files for printing; maintain inventory of paper and supplies and adjust and maintain high volume agency copy center equipment.	
15%	Maintain current and historic forms and documents that are uploaded and stored electronically in CalSTRS imaging repository on an ongoing basis. Create and utilize appropriate index schema, prepare documents for imaging and review uploaded documents for index accuracy and image quality.	
15%	Using CalSTRS' automated ordering system to initiate organization-wide general office supply orders, by requesting from units and by gauging supply inventory in tower core areas and other specialty areas of the agency. Responsible for maintaining, tracking and retrieving warehouse inventory items, such as publications, paper, envelopes and miscellaneous office supplies. Inventory and maintain appropriate stock levels of copy paper, office and printer supplies in the thirteen core business areas of the headquarters building and in the Business Services supply storerooms; monitor and replenish first-aid kit supplies and supplies in kitchens and break rooms as needed; and maintain storerooms in a neat and organized manner.	
10%	Receive and process CalSTRS forms and publication requests from school districts and CalSTRS Member Service Centers. Request packaging bulk materials and shipping publications. Notify school districts and CalSTRS Member Centers regarding any discrepancies or back order of the publications. Assist in the distribution of internal correspondence. Set up Board Room and other meeting rooms for meetings; deliver tables and chairs to various places around the building. Deliver newspapers.	
5%	MARGINAL FUNCTIONS Serve as back-up support for monitoring the On-Site Certified Destruct process, which includes but is not limited to accompanying vendors to various designated pick-up locations throughout CalSTRS Headquarters building. Assist with departmental special projects as needed.	

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies located in the [Competency Guide](#) on Central.

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Prolonged periods of standing or sitting
- Valid California Driver's License
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day
- Ability to move up to 50 pounds

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED