

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31229	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME Region IV, May Lee State Office Complex	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 651 Bannon Street, Sacramento, CA 95811	
CIVIL SERVICE CLASSIFICATION Office Technician (Typing)	POSITION NUMBER 308-190-1139-002	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, 8:00AM to 5:00PM	TENURE P	
WORKING TITLE Office Technician (Typing)	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 Office Building Manager III in the Facilities Management Division (FMD), May Lee State Office Complex(MLSOC), the Office Technician (Typing) independently provides a variety of the most difficult clerical support duties for FMD/MLSOC 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.

SPECIAL REQUIREMENTS ☐ Medical Clearance ☐ Background Clearance ☒ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ 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)

Typing

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

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Reception Serves as the receptionist for Facilities Management Division (FMD), May Lee State Office Complex (MLSOC), 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

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

PERCENTAGE	DESCRIPTION
	provide excellent customer service, to ensure continuity of business operations.
35%	Clerical Support Independently provides a variety of the most difficult clerical suppositories for Facilities Management Division (FMD), May Lee State Office Complex (MLSOC) 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%	Purchasing - Tracking Processes and tracks incoming purchase and service orders for office supplies and services within Facilities Management Division (FMD), May Lee State Office Complex (MLSOC), in coordination with the Office of Business and Acquisition Services by reviewing and processing invoices for prompt payment, taking physical inventory of office supplies and equipment, and inputting data into an inventory database utilizing electronic forms, and Microsoft Office Suite, in order to accurately track and process purchase and service orders, and to maintain an accurate inventory of necessary office supplies, to ensure purchases and service orders are completed timely.
10%	Invoicing Receives and reviews invoices by verifying services have been rendered and supplies have been received, and typing general correspondence regarding invoices and inquiries in order to identify and re-mediate discrepancies and ensure that payments are processed promptly and accurately and program needs are met, utilizing Microsoft Office Suite and the Financial Information Systems for California, in coordination with the Office of Fiscal Services, departmental procedures and guidelines, and all applicable state laws.
5%	Independently processes and prioritizes incoming mail and documents for by distributing and routing to appropriate staff, tracking and responding to mail inquiries, reviewing and sending all outgoing mail, and verifying complete addresses, postage, and appropriate delivery method such as, but not limited to, US Post Office, inter-agency mail, and overnight delivery services, utilizing Microsoft Outlook, inter-office mail, messenger services and personal delivery, in order to provide mail and document handling support to ensure timely delivery. Maintains and prepares documents for records for retention by independently continuously performing routine reconciling, purging, copying and filing of records, and completing an inventory of office records as required by the approved Records Retention Schedule in order to process short and long-term confidential storage or subsequent confidential destruction, to ensure compliance with the Records Retention Act and State Administrative Manual guidelines utilizing Microsoft Office Suite and other appropriate software.

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Reports unsafe or unhealthy conditions that come to the incumbents attention in order to ensure the health and safety of employees and the public.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

Ability to work in low-rise (6 floors and lower) to high-rise (7 floors and higher) office building environment.

Business dress according to current policy.

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

DESIRABLE QUALIFICATIONS

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
Bryan Parkman		

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