



DUTY STATEMENT

PR LOG #: 26-309

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Office Technician (Typing)					
BRANCH					
Opportunities for All					
DIVISION				OFFICE	
Special Education				Administrative Services	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R01	2	3447	174-663-1139-019	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
6 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		No	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under general supervision of the Supervisor II in the Administrative Services Unit (ASU), the Manager II of Fiscal Administration and Constituent Support (FACS), and the Director and Associate Directors of the Special Education Division (SED), the Office Technician (OT) will be responsible for establishing clerical procedures and independently performing the more difficult clerical duties within the Unit. The ASU is responsible for grants and time sheets for the SED. This position provides clerical services in support of these functions.					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
The OT reports directly to the Supervisor II in the ASU; may receive assignments from the Manager II of Fiscal Administration and Constituent Support and the Director and Associate Directors of the SED.					
SUPERVISORY RESPONSIBILITIES					
None.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position requires long period of times sitting in front of a computer workstation, repetitive use of hands, forearms, and fingers to operate a computer and a mouse. May require lifting and carrying items up to 50 lbs. Core business hours are Monday through Friday, 8 a.m. to 5 p.m.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 40

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Maintain the grant documents for the SED received as both hard and electronic copies; manage the SEDGrants inbox, grants mailbox, and grant spreadsheets; review grant documents for accuracy; ensures required documents are submitted with expenditure reports; send template emails related to grants; track grant payments through the approval process; deliver and email grant payments to Accounting; assist with year-end closing deadlines; and review and update master grantee lists annually. Acts as the lead for grant filing.

Relative % of Time Required: 25

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Serve as the SED attendance clerk and train Division Timekeepers. Independently process new and separating employees. Work with Division Managers to ensure absence information is reflected correctly on time sheets regarding confidential work hour matters (e.g., leave of absence reports and dock reports).

Act as the FACS attendance clerk: independently review and process Unit time sheets for accuracy and maintain official attendance records for the Unit. Maintain official attendance records for the Unit and the Division. Responsible for tracking program cost account revisions on time sheets. Independently prepare Administrative Cost Report Correction Letter (AO-048).

Relative % of Time Required: 15

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Provide support to the Fiscal Payment Units' analysts related to grants, contracts, personnel, and budgets. Review and correct the work of others and develop and revise office procedures. Create, sort, file, and scan Unit documents.

Act as the Procurement Liaison for the SED: prepare, review, and process purchase orders; maintain logs for the supply room inventory and purchase requests; and ensure the SED supply rooms are stocked.

Relative % of Time Required:	10	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Perform a variety of clerical duties such as create spreadsheets, data entry, mail merge, duplicating materials, typing, editing, reviewing documents for correct grammar, punctuation, and spelling. Format written documents, including certifications, memos, letters, reports, and manuals. Independently prepare correspondence. Create and edit complex technical spreadsheets, charts, graphs, and other material. Ensure all documents are prepared in compliance with established California Department of Education Correspondence Guide, Branch and Division policies, and Section 508 requirements. Take and prepare Unit meeting minutes and distribute to Unit staff.			

Relative % of Time Required:	10	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Receives and reviews incoming mail documents and shipment deliveries from external and internal public to all Units in the SED. Receives incoming correspondence from external and internal public and distributes correspondence to the appropriate staff; and maintain manuals. Perform other clerical duties as assigned.			

Relative % of Time Required:		☒ Essential Function	☐ Non-Essential Function
Duties Performed			

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

- Proficient in Microsoft Office Suite Programs
- Strong organizational skills, proofreading skills, and editing skills
- Ability to exercise initiative, independence, and to interact well with the public including difficult callers
- Ability to follow written and verbal direction
- Ability to work on multiple projects at the same time
- Ability to work well as a team member
- Able to work effectively with all levels of staff and management
- Support management regarding the goals and mission of the Division

PERSONAL CONTACTS

Contact with all levels of departmental employees including managers, supervisors, and division human resources liaisons in conducting Special Education Division activities.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor