



DUTY STATEMENT

PR LOG #: FR26-176

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Office Technician (Typing)					
BRANCH					
Operations and Administration					
DIVISION				OFFICE	
School Fiscal Services				Principal Apportionment Funding Office	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R04	2	0386	174-260-1139-003	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		Yes	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under the general supervision of the Supervisor II, the Office Technician (Typing) provides clerical support to the Administrators, Supervisors, and staff of the Principal Apportionment Policy Office, and will assist the Division Support Office Technician in providing clerical support to the School Fiscal Services Division. The incumbent must be able to exhibit tact, sensitivity, and professionalism in working with department staff and the public and must exercise a high degree of initiative and judgment.					
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 incumbent reports directly to the Supervisor II; however, direction and assignments may also come from the Education Fiscal Services Administrators and Associate Director.					
SUPERVISORY RESPONSIBILITIES					
The incumbent does not exercise supervisory duties.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
May require sitting for long periods of time while using a personal computer, reviewing documents, and testing applications or working on Excel spreadsheets. The work environment may be fast-paced and very detailed. At times, the work may be deadline driven. The position requires flexibility.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 30

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

Use personal computer applications to create, finalize, and update documents consistent with California Department of Education approved guidelines, including correspondence, apportionment letters and notices, reports, spreadsheets, organizational charts, reference and mailing lists, phone lists, and tracking slips. Review and edit documents for spelling, content, and grammar for compliance with the department's correspondence manual. Update various manuals and reference documents. Assist with reviewing and posting content to the department website.

Relative % of Time Required: 30

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

Perform general office duties, including creating and maintaining a filing system, organizing and archiving materials, scanning, photocopying, and preparing mailings, contacting state and local government agencies by telephone, answering telephone calls and routing them to appropriate staff, and receiving and distributing incoming mail to the appropriate staff. Utilize electronic databases and spreadsheets for the tracking of letters and assignments. Compile large volumes of information into collated binders for electronic and desktop use.

Relative % of Time Required: 20

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

Prepare documents and maintain records, including ordering office supplies and tracking the status of purchase requisitions, stock received reports, and payment of invoices. Coordinate with division clerical staff to order supplies for the unit. Prepare personnel documents and track status of requests.

Relative % of Time Required:	15	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Organize meetings, including reserving rooms, compiling and assembling materials, coordinating travel arrangements for participants, and ensuring all details are completed. Prepare travel advances and reimbursement documents as directed.			

Relative % of Time Required:	5	☐ Essential Function	☒ Non-Essential Function
Duties Performed			
Other job-related duties as required.			

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

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; meet and deal tactfully with the public; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar, and spelling.

PERSONAL CONTACTS

Contacts with all levels of departmental employees including Directors, Supervisors, local educational agencies, and other government agencies such as the Department of Finance, State Controller's Office, and the general public.

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