

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF LEGAL SUPPORT SERVICES
LEGAL SUPPORT OPERATIONS
SAN DIEGO
DUTY STATEMENT**

NAME:

JOB TITLE: Office Technician (Typing) (OT(T)) - Flexible Administrative Support Team
POSITION NO: 420-037-1139-XXX

STATEMENT OF DUTIES: The OT(T) on the Flexible Administrative Support Team (FAST) performs a variety of clerical and administrative duties which may be on a daily flexible or rotational basis, that support the business service functions necessary to ensure the smooth operations of San Diego Legal Office. The OT(T) serves as a receptionist and public inquiry point of contact in the Flexible Administrative Support Team (FAST). The OT(T) acts as a facilities' services point of contact and a Fingerprint Live Scan Operator. The OT(T) provides all mailroom processing of legal mail and packages. The OT(T) also may serve as an Attendance Coordinator, public transportation liaison, vendor/invoice payment contact, and the contact responsible to retrieve office supply orders.

SUPERVISION RECEIVED: Under the general direction of the Supervisor II (Office Manager) (OM) and the immediate supervision of a Business Services Officer I or II.

TYPICAL PHYSICAL DEMANDS: While performing assigned duties, the OT(T) may be required to perform tasks that require bending/stooping, climbing, reaching/twisting, kneeling/crawling, manual dexterity (grasp/handle/keyboarding), pushing/pulling, prolonged standing/sitting, and frequent walking. Employee is expected to use natural or assisted hearing and vision and be able to speak clearly to the public, clients, co-workers, supervisor(s), and other office staff either in person, on computer video meetings, or over the telephone. Employee must have the ability to carry/lift up to 40 lbs. on an occasional basis.

TYPICAL WORKING CONDITIONS: Office occupies several floors of a smoke free high-rise building. Floors are carpeted or vinyl covered. Incumbent occupies a window-less space at either an individual desk or cubicle. More than one OT(T) or support staff may be assigned to the same space.

HYBRID TELEWORK POSITIONS: This position may offer a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. May be required to report to the office periodically for operational needs.

ESSENTIAL FUNCTIONS:

Reception/Public Inquiry Services:

30% Reception/Public Inquiry - Answer incoming phone calls, provide information on State government agency services and programs, direct callers to appropriate staff, take detailed/accurate messages or take other action as may be appropriate. Greet and direct staff and visitors; review security access and log visitors. Use various e-mail resource accounts to communicate with employees regarding visitors, packages received, route e-faxes received, and more. Receive and log packages and utilize ProLaw to determine appropriate routing. Assist Service Deputies by receiving legal documents. Assist Hiring Coordinators by proctoring examinations and hiring interviews. Assist callers and walk-ins by directing them to governmental agencies or providing appropriate forms to file a complaint with the Attorney General's Office, refer to other staff members, state agencies, governmental agencies or personally provide information based on established departmental policies. Refer public to the Public Inquiry Unit for more complex problems.

Facilities Services – On a rotational basis, monitor SDServices e-mail resource account for maintenance and janitorial requests from staff to be relayed to building management; track and follow up on status. Report and update staff on status of building maintenance requests. Work with Automated External Defibrillator (AED) site coordinator to ensure all equipment is properly positioned and maintained. Keep storage areas, bins and shelves neat, clean and orderly. Liaise with and escort confidential shred vendor every other week. Handle the set-up of tables, chairs, media and other requirements for meetings and conferences. Respond to copier and printer paper jams and error messages to either clear the issue or contact an appropriate vendor to resolve.

LiveScan Services - On a rotational basis, serve as LiveScan Operator by fingerprinting potential employment candidates, vendors, and others for entry clearance into DOJ space. Verify identification and the completion of LiveScan forms. Submit LiveScan results electronically to the BCII unit/Personnel Liaison.

Telecommunications – Back up Telecommunications Coordinator for installations, changes and repairs to VOIP telephones lines and equipment. Coordinate VOIP profiles with Sacramento Telecom Unit. Coordinate and manage DOJ-issued cell phones for OPS/LSO staff.

Ergonomics – On a rotational basis, conduct detailed ergonomic evaluations; physically complete adjustment of employee workstation to ensure a safe and efficient use of equipment; research, analyze and make recommendation for ergonomic equipment for the most cost-effective solution. Initiate purchase of ergonomic equipment and furniture as required, working with the appropriate division analyst for budgetary funding. File appropriate documentation with Risk Management Unit.

Business Services Administration and Financial Services:

30% Personnel and Attendance Coordinator Administration - Act as liaison between the Office of Human Resources (OHR) and the employee for a variety of personnel and benefits matters.

Independently process a wide variety of forms for legal and administrative employee benefits, timekeeping, payroll, employment and separation. Assist new employees with questions and provide resources relating to benefits. Process I-9 verification for new employees.

Financial Administration - In accordance with Accounting, DOJ Administrative Manual, State Administrative Manual, and the San Diego Legal Office Chain of Custody policies and procedures, manage collection advice, revolving fund, payroll, and transportation, on a rotational basis. Handle Collection Advice by collecting all related checks, preparing documentation, reconciling check balances to be deposited, copying and assembling materials, and making bank deposits. Handle Revolving Fund desk by printing laser checks using the Accounting Info System (AIS). Verify check stock monthly. Maintain control log of checks issued, prepare daily reports with attachments to be reviewed/approved by supervisor, forward to Headquarters Accounting Office daily/weekly basis; and prepare monthly check accountability report, forward to Accounting on monthly basis. Handle payroll by sorting and distributing monthly payroll warrants and travel claim checks. Prepare salary advances when received by OHR. Communicate with Personnel Specialists/Attendance Coordinators regarding missing or received checks for staff. Maintain logs of incoming and distributed checks. Prepare correspondence to staff and Accounting regarding collection advice, revolving fund, payroll and other financial related communication.

Transportation - Public Transit - Collect and process transit subsidy requests and payments, and prepare transit pass orders in accordance with vendor consignment contracts. Process invoices for vendor payment, prepare report of deposits for bank, and submit check collection to Collection Advice clerk for deposit. Prepare accountability report and forward copies of transaction documents to Accounting.

Parking - Maintain records related to employee parking applications/cancellations for parking lot B. Liaise with Parking Vendor on issues as they arise. Maintain wait lists for parking lot B. Maintain and/or purge transportation files for audit purposes and in accordance with retention schedule. Prepare correspondence to transit authorities, staff and management regarding transit and/or parking. Conduct audits and prepare management reports.

Mailroom - On a rotational basis, assist the mail team with the distribution of incoming mail, collecting outgoing mail, affixing postage and depositing mail at correct sites. Process all courier, intra-office mail from other Attorney General's Offices statewide. Responsible for processing legal documents received during the outside court runs to the San Diego Superior Court, as well as other courts and departments/agencies. Employee must be knowledgeable of current U.S. Postal Service rules and regulations such as special postage rates, certified mail, registered mail and various other courier and messenger service functions. Employee is responsible for performing office mail deliveries and inside mail runs and is responsible for picking up incoming U.S. mail from the local post office on a rotational basis and delivering to the mail room at 600 West Broadway. Utilize various computer based databases to accurately and timely input information for incoming and outgoing mail. The employee is responsible for the maintenance and operation of complex mail room equipment such as the Pitney Bowes postage machines, Notifii System, and X-ray machine, which is used to screen all incoming letters and packages in order to meet strict security guidelines. Detailed training is required to properly operate and

maintain all mailroom equipment. Employee may also assist with the postal expenditure reports, overnight courier tracking system reports, and maintaining the state vehicle log. All duties are performed independently with minimal supervision.

Supplies Distribution and Purchasing:

30% *Distribution and Stock* – On a rotational basis, monitor Supplies San Diego email account for supply requests, respond to and notify employees when supply orders are ready or if supplies requested are unavailable. Maintain record of requests for unavailable supplies and notify employees when supplies are available. Maintain stock in supply room and inform supervisor when supplies are needed for ordering. Assist FAST Team to reconcile and account for all surveyed items and equipment.

Purchasing - Contact various vendors to negotiate prices and secure bids and service options for supplies and equipment. Prepare, review and approve accuracy of documentation for purchases and service contracts. Maintain detailed record files of inventory of all supplies and equipment shipped/received from vendors. Coordinate storage and distribution of supplies and equipment. Prepare reports on supply expenditures, equipment repair service calls and operational activities as required.

Payment of Invoices - Handle timely payment of invoices for good and services purchases made for all orders, including but not limited to furniture, equipment, contracts in place, and other Cal-Card related purchases to close out Cal-Card statement.

MARGINAL FUNCTIONS:

Other Business and Legal Support Services:

10% May be assigned other duties or assigned to provide back-up support to Business Service Assistants or other Legal Support Operations' such as the Legal Support teams and Docketing, as departmental office needs require.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

LSO OT(T) – FAST

Updated: 1/2026

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Name (Print)

Supervisor's Signature

Date