

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	Position Control Approval: DF	Date: 10/7/26
Employee Name		Division Hospital Administration		
Position No / Agency-Unit-Class-Serial 455-541-1139-001		Unit Fiscal Services		
Class Title Office Technician (Typing)		Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No		CBID R04	Work Week Group 2	Class Ranges A
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under the direction of the Accounting Administrator II, acts as a front window attendant for the Accounting department and performs a variety of the most difficult duties, and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. Uses good judgment, tact, effective communication skills, and knowledge of the department to respond to phone calls from internal/external customers and the public.				
40%	Independently provides a variety of the most difficult clerical support duties for the Accounting Department by receiving, screening, and routing telephone calls from internal and external customers; updating calendars and phone lists; scheduling meetings, preparing meeting agendas and notes; typing, reviewing, and distributing difficult and sensitive documents, letters and various correspondence; distributing confidential documents and maintaining spreadsheets to provide timely and accurate customer service, ensures office needs are met, in compliance with established policies, procedures, and departmental office guidelines utilizing Microsoft365, Adobe Pro, and other appropriate software. Maintain mailout, incoming check, and cash log. Filing as needed.			
25%	Audits and enters Employee Meal Ticket data. Assists with payroll processing as needed. Processes Office Revolving Fund (ORF) checks for distribution. Assists staff/customers with questions regarding various subjects at the Accounting front window.			
15%	Assists with accounts payable and accounts receivable processes.			
10%	Establishes and maintains records/files and information for the Accounting Department. Maintain and/or modify the filing system to streamline departmental processes and enable efficient access to information requested by management. Purge documents, as necessary, by knowing regulatory retention periods.			

10%	Serves as the Safety Coordinator and distributes safety information to staff, maintains and orders supplies for the First Aid Kits, and attends the monthly safety coordinator meetings to provide members with information on departmental emergency procedures and designated safety roles, to ensure a safe and secure workplace. Acts as department Training Coordinator to arrange and document orientation and training for all Accounting Staff. Acts as the Accounting Department Technology Services Division Account Manager.
Other Information	Supervision Received: Accounting Administrator II Supervision Exercised: None KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Modern office methods, supplies, and equipment; business English and correspondence; principles of effective training. Additionally, knowledge of computer applications, such as Microsoft 365, and of various filing systems and techniques. ABILITY TO: Perform difficult clerical work, including the ability to spell correctly; use good English; make arithmetical computations; operate various office machines; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules, and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar, and spelling; communicate effectively; provide functional guidance. REQUIRED COMPETENCIES ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. INFECTION CONTROL Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards. CPR

	Maintain current certification as indicated by local facility. THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI). DIVERSITY, EQUITY, AND INCLUSION Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients. PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws. THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations. SITE SPECIFIC COMPETENCIES Basic knowledge of Accounting Principles. TECHNICAL COMPETENCIES Basic knowledge of Word and Excel computer operating programs. LICENSE OR CERTIFICATION – N/A TRAINING CATEGORY - 4 The employee is required to keep current with the completion of all required training. PHYSICAL DEMANDS – See attached WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.
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	I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ Employee Signature _____ Date
	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ Supervisor's Signature _____ Date
	_____ Reviewing Supervisor's Signature _____ Date

Physical Requirements of Position
Office Technician (1139)
Fiscal Services

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public			X			
With inmates, patients, or clients	X					
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting					X	
Standing			X			
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)			X			
Pushing & Pulling		X				
Power Grasping	X					
Handling (holding, light grasping)				X		
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)					X	
Walking on uneven ground	X					
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					