

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31320	DGS DIVISION / OFFICE or CLIENT AGENCY Real Estate Services Division	
UNIT NAME Real Estate Leasing & Planning Section	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 Third Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Office Technician (Typing)	POSITION NUMBER 719-503-1139-006	CBID R04
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☒ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP WWG 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday 8:00 am - 5:00 pm	TENURE Permanent	
WORKING TITLE Office Technician (Typing)	TIMEBASE Full time	
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 the general direction of the Supervising Real Estate Officer, the Office Technician position will independently perform a variety of difficult clerical assignments and is expected to exercise initiative and originality in performing assigned clerical and typing tasks for the professional staff in the Real Estate Leasing & Planning Section (RELPS) in accordance with the DGS established office guidelines.

☐ Medical Clearance ☐ Background Clearance ☒ Typing ☐ DMV Pull Notice ☐ Drug Testing

SPECIAL REQUIREMENTS ☐ 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.

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Provides essential administrative support to RELPS staff by researching information, maintaining statistical records, preparing, typing, editing, reviewing and verifying sensitive and technically difficult correspondence (i.e., letters, memorandums, leases, amendments, statistical charts and tables) for mail out and ad placement using the internet, newspapers, and current project files to ensure the format and grammatical construction are correct and free of typographical errors in order to facilitate the leasing of property for the leasing unit.
30%	Serves as a project and lease files custodian for RELPS by monitoring, organizing, closing out, reconciling and purging files in order to archive pertinent State Property Inventory files to ensure

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PERCENTAGE	DESCRIPTION
	compliance with record retention policies with using CRUISE and RELPS databases.
15%	Performs general clerical support for RELPS management and staff in the coordination of conferences and meetings by copying, filing, mailing and faxing documents, facilitating detailed communication, creating agendas for various meetings, scheduling space arrangements, scheduling appointments, and maintaining itineraries in order to provide excellent customer services to RELPS management and staff, to ensure RELPS projects are completed using various office equipment.
10%	Coordinates with outside vendors for routine maintenance and repairs of all the copiers, printers, scanners and fax machines within AMB by confirming accuracy of orders, storing contents, distributing orders, and communicating with appropriate staff in order to identify repairs timely, and to order paper and toner as needed, to ensure machines are consistently operational.
10%	Independently responds to sensitive and timely inquiries from clients, other state agencies and the general public regarding the status of projects by performing research and directing callers to the appropriate staff in order to provide excellent and responsive customer service to ensure timely handling of sensitive/critical and/or confidential situations.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	May be required to back-up or assist other programs with clerical duties.

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

- Fast-paced and professional office environment.
- Uses a telephone and computer with related software to obtain and impart information.
- Frequent telephone contact with the public and internal/external staff at various levels.

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
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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
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C & P APPROVED BY	DATE SIGNED
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