



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Office Technician Typing (PI)	549-693-1139-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	OT	R04
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Administrative Services	Marshall Gold Discovery State Historic Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Peace Officer, Supervisor
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the direction of State Park Peace Officer Supervisor, the Office Technician (Typing) will be responsible for the overall administrative functions at Gold Discover SHP located in Coloma. This position currently maintains a Monday – Friday schedule, however the incumbent may at times be required to work on Association events that are hosted in the park and occur weekends and/or holidays intermittently throughout the year.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<u>ADMINISTRATIVE SUPPORT</u> Perform reception duties for the park, including answering and directing phone calls, filing, copying, responding to inquiries, directing questions to appropriate staff, and assisting the public with sales and park information. Receive, sort, and distribute incoming mail and package deliveries, including payroll-related materials. Maintain access to park-wide alarm systems, update the park's event calendar, and distribute event-related communications to affected staff. Attend applicable training to remain current with departmental policies, procedures, and regulations. Assist the Park Interpreter by responding to inquiries and coordinating school group scheduling throughout the school year. Purchase office supplies and other necessary materials to support park operations.	
35%	<u>SPECIAL EVENTS/MUSEUM ASSISTANCE</u> Serve as the park unit coordinator for various events and programs, collaborating with the Gold Discovery Park Association (GDPA), financial sponsors, and park staff to support the planning and execution of GDPA-sponsored events. Assist park staff with site tours for prospective events, coordinate picnic reservations, process special event packages for annual tour groups, receive and process event payments, and provide support for school tours as needed. Serve as the park unit liaison to the California Film Commission. Provide support to museum staff as time permits, including cataloging artifacts, filing documents, and assisting with transporting exhibits, file boxes, and artifacts to various locations throughout the park.	

20%	<u>PERSONNEL SUPPORT</u> Coordinate with the District Timekeeper to ensure the timely and accurate completion and submission of seasonal employee hiring documents. Assist with workers' compensation claims by coordinating with the District Timekeeper and submitting required supporting documentation.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
May be required to lift objects that are odd in shape and size. May be required to work at various events that take place outside in extreme weather conditions.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE