CANYON SPRINGS
DEPARTMENT OF DEVELOPMENTAL SERVICES
DUTY STATEMENT

EMPLOYEE NAME	**PROGRAM/SECTION – POSITION NUMBER** Clinical
CIVIL SERVICE TITLE CLASSIFICATION Office Technician - Typing	**SUPERVISION EXERCISED** None

GENERAL STATEMENT OF DUTIES:

Under the direction of the Program Director, performs a variety of the most difficult clerical duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned work tasks. Positions at this level regularly require detailed and sensitive public contact and /or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures. Good judgment and the ability to communicate effectively are of primary importance at this level. This position may be responsible for performing tasks in a variety of locations, including the Treatment Units, Trust Office, Accounting Office, Personnel Office, and Clinical Information.

SUPERVISION RECEIVED:

Under the direct supervision of the Program Director

PHYSICAL DEMANDS:

Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties specified in this duty statement. Operates various types of office equipment, including but not limited to, computers, typewriters, calculators, copying machines, etc.

TYPICAL WORKING CONDITIONS:

On-going interactions with clients with developmental disabilities who display severe behavior problems. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a clinical nursing environment. May be exposed to extreme fluctuations in temperature and weather conditions. Occasional overtime may be required.

STATEMENT OF UNDERSTANDING:

This duty statement including the essential duties and performance standards has been reviewed by undersigned. The employee's signature indicates their ability and willingness to fulfill the duties of the classification.

ESSENTIAL DUTIES

Maintain a safe and therapeutic environment which ensures respect, dignity and protects privacy, rights, confidentiality and physical/emotional well-being of all individuals. This essential function will be ongoing when performing the following duties.

CIVIL SERVICE TITLE/CLASSIFICATION:

35%	Typing, filing, photocopying and other routine office clerical tasks, for Program staff, as directed. Prepare correspondence and reports as needed or requested. Record information from staff 634's to the 672's, update staff schedules on the "S" drive, complete daily overtime reports, scanning documents onto the "S" drive, and completion of purchase orders.
10%	Formats, edits, and types: correspondence, forms, reports, memos, using a personal computer; reviews written materials for accuracy, and conformity of the Canyon Springs policies.
10%	Inputs information into the computerized Canyon Springs database.
10%	Records and transcribes minutes for various facility committee meetings. Copy, distribute, and file as directed/instructed.
10%	Assists Program Supervisors and Managers by completing miscellaneous paperwork/documentation. Order supplies.
10%	Answer telephone calls and redirect calls, and/or take messages as needed.
5%	Schedules program meetings including but not limited to committee meetings and staff meetings.
5%	Schedules Level of care staff physicals. Assign lockers and mailboxes to Level of Care Staff
5%	Other duties as assigned.

Note: Percentages may vary based on operational needs.

Employee Name (Print)	Employee Signature	Date

Supervisor Name (Print)	Supervisor Signature	Date

c: Official Personnel File