

POSITION DUTY STATEMENT

Division: Operations Division	Classification Title: 1139 Office Technician (Typing)
Branch: Registration Resolution Branch	Working Title: Office Technician
Unit: Collections Unit	Tenure/Timebase: Limited Term Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 112-1139-002	CBID/Bargaining Unit: R04
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved:

Direction Statement and General Description of Duties: Under direction of the unit manager, serves as the unit personnel coordinator, utilizing a personal computer, prepares memos, correspondence, charts and all personnel related documents utilizing the Departmental Personnel Manual and the Administrative Policy Manual. Must have good judgment on information that can or cannot be divulged.	
Percentage and Essential/Marginal Functions:	
35%	Maintain Unit Record (E) Maintains and prepares the necessary paperwork for all personnel related transactions such as DMV Action Requests (DAR), Candidate Rating Summaries (1308), and Timecard Reports (TCR). Responsible for the proper paperwork necessary to intake and exit

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	personnel into/out of the unit. Answers questions pertaining to health benefits, payroll, and time. Must effectively work with various areas of the Human Resources Branch (HRB) and Accounting to ensure proper documents are submitted for payroll and personnel type actions.
25%	Reports (E) Prepares statistical reports for the unit managers and supervisors regarding workload and time. Sorts and distributes incoming mail, sets up meetings, and tracks work assignments. Orders and maintains the office supplies.
25%	Personnel (E) Liaison between the employees and the department's HRB Personnel Specialists to provide guidance and information regarding details on health benefits and resolving pay issues. Maintains personnel related transactions, including processing documents relating to attendance, payroll, staffing, and preparation and routing of confidential documents, such as probation and performance appraisal reports.
10%	Office Work (M) Serves as a back up for the Branch Chief's Office, which may involve sensitive confidential issues. Answers the telephones and sets appointments as necessary. Prepares travel arrangements for the managers who travel on behalf of the Department and prepares the Travel Claims for accounting.
5%	Miscellaneous (M) Maintains the unit personnel files and purges as necessary. Prepares proper documents for badge requests and information security. Tracks due dates for the unit manager. Other duties as required and/or assigned.

Supervision Received: The OT reports directly to and receives the majority of assignments from the Manager IV.

Supervision Exercised and Staff Numbers: None.

Physical Requirements: Will be sitting for long periods of time. Will utilize a computer, telephone, printer, fax machine, and copier.

DEPARTMENT OF MOTOR VEHICLES

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Special Requirements: Written and verbal communication, interpersonal, PC skills, planning, organizational, excellent customer service, time management, and ability to maintain highest level of confidentiality.

Personal Contacts: Will interact with department staff as well as the public by phone, e-mail, in person, and mail as needed. Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE