

CALIFORNIA CONSERVATION CORPS

**POSITION DUTY STATEMENT**

|                                                |                                     |
|------------------------------------------------|-------------------------------------|
| WORKING TITLE OF POSITION<br>Office Technician | REPORTING UNIT NUMBER<br>436        |
| DIVISION/BRANCH OR CENTER<br>Los Piños Center  | LOCATION<br>Lake Elsinore, CA       |
| CLASS TITLE<br>Office Technician (Typing)      | POSITION NUMBER<br>533-436-1139-XXX |
|                                                | EFFECTIVE DATE                      |

Supervision Exercised

|        |                                          |        |                                            |
|--------|------------------------------------------|--------|--------------------------------------------|
| NUMBER | DIRECT SUPERVISION CLASSIFICATION<br>N/A | NUMBER | INDIRECT SUPERVISION CLASSIFICATION<br>N/A |
|--------|------------------------------------------|--------|--------------------------------------------|

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work and program environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Under the direct supervision of the Administrative Officer, the Office Technician (Typing) is responsible for the more complex clerical and timekeeping duties:

Relative time  
required

40%

Responsible for all special corpsmember (SPCM), corpsmember (CM), and staff payroll and personnel matters.

- Prepare, review, and process payroll documents, Time and Attendance Reports, new hire paperwork, Merit Salary Adjustments, and overtime documentation for SPCMs, CMs, and staff
- Release and document payroll notices/checks; research and resolve any suspended records or notices of error from separated personnel; audit and correct payment of regular salaries, overtime, etc.
- Maintain personnel files and administrative files; separate medical and confidential documents
- Advise staff and potential SPCMs on drug testing and LiveScan requirements and scheduling
- Notify Headquarters (HQ) of all separations in a timely manner, complete separation documents and email separation documents, and maintain archived files
- Determine CM qualifying pay periods and validate leave credits for CMs
- COMET duties: prepare all hire documents in advance of COMET arrivals, meet with COMETS during COMET training to do hire paperwork, prepare

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | Workers' Compensation documents, process hire paperwork for submittal to HQ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 30% | <p>Provide clerical support to District Director, Administrative Officer, and Conservation Supervisor as needed.</p> <ul style="list-style-type: none"> <li>• Assist with processing requisitions, purchase orders, P-Cards, and receipts in Fi\$Cal, and track fiscal and budgetary matters, (including invoices, payments, purchase orders, contracts, travel advances, expense claims and P-Cards), vendor contacts, and research as necessary</li> <li>• Assist in clerical processes related to training requests, travel advances, and expense reports</li> <li>• Develop weekly crew rosters in C<sup>3</sup> from the Project Weekly, and audit daily posted time</li> </ul> |
| 10% | Receive and screen telephone calls, direct calls to the proper personnel, greet the public and answer routine questions, prepare out-going mail and correspondence, and process and distribute incoming mail.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 10% | Maintain confidential, personnel, training, and administrative files and reference materials. Type memos and letters; make photocopies, scans and files; print reports, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5%  | Mentor and train CM assistants to the clerical staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 5%  | Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date