

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 573-260-1139-001	Date:
Class: Office Technician (Typing)	Name:
Under general supervision of the Hospital Administrative Resident II (HAR II), the Office Technician (Typing) provides support for Residential Care Service and Residential Care Facility for the Elderly (RCFE) located in nine separate buildings within the Yountville Veterans Home. The incumbent is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Facilitate communication among all staff within Residential Care Service and RCFE. Receive and screen visitors and incoming calls; take messages and dispense information. Type correspondence for staff in all areas of Residential Care and RCFE. Maintain timekeeping for all Residential Care Service and RCFE staff.
20%	Manage and maintain the private room list; arrange room viewings. Provide current data and reports to Chief of Residential Care.
15%	Coordinate, schedule and attend meetings for the department, committees and Resident Care Team (RCT). Take minutes or notes as necessary; assure appropriate materials are available. Maintain and distribute policies and procedures for Residential Care Service and RCFE.
15%	Monitor, order and maintain supplies and equipment, e.g., office supplies, emergency equipment and service equipment. Call vendors for price quotes. Type Intra-Office Requisitions (Form 5). Disperse incoming supplies. Monitor and track expenditures for the General and Morale, Welfare and Recreation (MWR) funds. Budget all donation accounts.
5%	Manage and monitor the duties of Resident Helpers in Residential Care Service and RCFE.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with department manager, staff and residents.					X
SPEAKING: Communicate with department manager, staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the home to the various units.			X		
SITTING: Work station, meetings and trainings.				X	
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms, perform timekeeping; research processes.					X
COMPREHENSION: Understand employee and resident needs as it relates to Residential Care; policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to work with minimal guidance.			X		
LIFTING UP TO 10 LBS:			X		
LIFTING 10-25 LBS:				X	
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, computer keyboard, copier and fax machine.				X	
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents, mail.			X		
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers and shelves.		X			
KNEELING: Access low file drawers and shelves.		X			
PUSHING OR PULLING: Open and close file drawers; supply carts.			X		
HANDLING: Sort paperwork; distribute mail.				X	
DRIVING: Special events; golf cart.		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.				X	
WORKING INDOORS: Enclosed office environment.				X	
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.				X	

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office).

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____