

DUTY STATEMENT

DATE APPOINTED	PROGRAM CALVET - YOUNTVILLE	UNIT PUBLIC SAFETY	☒ CURRENT ☐ PROPOSED
DATE LAST REVIEWED October 23, 2026			
CIVIL SERVICE CLASSIFICATION OFFICE TECHNICIAN (TYPING)	WORKING TITLE OFFICE TECHNICIAN	POSITION NUMBER (Agency – Unit – Class – Serial) 573-205-1139-003	
WORK LOCATION VHC – YOUNTVILLE	WORK SCHEDULE (Days & Hours) MONDAY-FRIDAY 8:00am – 4:30pm	TENURE PERMANENT	TIME BASE FULL-TIME
INCUMBENT (If Known)		COI (Yes or No) NO	WWG 2 CBID R04

Under the general supervision of the Chief of Public Safety provides support for Public Safety operations. The incumbent works using a personal computer, prepares correspondence, reports, and memos. The incumbent is expected to consistently exercise a high degree of confidentiality, initiative, responsibility, and independence in performing a heavy workload with a strong commitment to customer service and some conflict resolution. Detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies, codes, laws and procedures. Must have the ability to effectively communicate with others, prioritize, organize, and manage stressful situations.

% of time performing duties	ESSENTIAL FUNCTIONS
35%	Perform clerical support to the Chief. Prepare confidential reports, miscellaneous memos and correspondence, including timely, daily report distribution via email. Maintain confidential supervisory files, investigation files, crime/incident reports, fire reports, etc. Organize and maintain documentation of Survey-related items, including but not limited to fire watch, fire drills, fire extinguisher inspections, member missing property reports, etc. Manage the organization of all Public Safety documentation in the Public Safety Security Drive. As Chief instructs, collect information as needed for special projects. Assist Chief and Captain with Firefighter Security Officer time use requests and Tempo Timekeeping.
30%	Manage the front desk/counter. Manage vehicle registration data base for employees, members and volunteers. Ensure vehicle information/registration is kept current, organized and accessible to the team at all times. Manage and maintain the employee and member databases. Track and coordinate with Admissions and Medical Administrative Services, Domiciliary, and Nursing Resources Center to ensure database is accurate and up-to-date. Acquire Department of Motor Vehicle information and record searches as directed by the Chief or Captain.
15%	Process all invoices for Public Safety contracts and Public Safety procurement needs on Fi\$Cal. Track expenses and provide reports to the Chief upon request. Ensure all necessary supplies are ordered in a timely manner and report any concerns to the Chief. Manage miscellaneous emergency equipment maintenance needs and be prepared to order replacement parts as needed.

15%	Answer telephone calls (routine and emergency). Communicate with a variety of public contacts, both in person and by telephone, and when necessary refer to appropriate service. Ensure all calls for Public Safety Officer assistance are relayed and routed to Dispatch. Operate 2-way radio equipment. Complete required courses to assist with operating CalVet Emergency Notification System
NON-ESSENTIAL FUNCTIONS	
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public. <i>Some travel may be required (i.e., travel to off-site conferences, meetings or training).</i>	

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 Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					X
WALKING: Within the department to various units.		X			
SITTING: Work station; meetings; training.					X
STANDING: Copy documents; review records.		X			
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					X
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes 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, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.					X
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events		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			

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☐ Not applicable

This position is designated under the Conflict of Interest Code. The 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 employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- **I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR**
- **I HAVE RECEIVED A COPY OF THE DUTY STATEMENT**
- **I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION**

EMPLOYEE NAME (Print)	EMPLOYEE SIGNATURE	DATE
SUPERVISOR STATEMENT: I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR NAME (Print)	SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES NAME (Print)	HUMAN RESOURCES SIGNATURE	DATE