STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

	Working Title of Position Office Technician
	Division and/or Subdivision CNR/Mendocino Unit
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "…material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.	Location of Headquarters 17501 N Highway 101 Willits, CA
	Class Title of Position Office Technician (Typing)
	Position Number 541-113-1139-001
	Effective Date

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under general supervision of the Finance Supervisor I, the Office Technician (Typing) provides clerical and administrative support to the Mendocino Unit (MEU) Finance Department and performs a variety of office support functions to ensure the efficient operation of the Finance office.
40%	*Provides a variety of clerical and administrative support functions for the Finance Office. *Performs data entry; prepares, reviews, and organizes documents; maintains electronic and paper filing systems; scans, copies, and files records; responds to emails; prepares correspondence and forms; assists with other routine clerical duties to support daily finance operations.
25%	*Assists with the preparation and organization of procurement packets related to mobile equipment purchases. *Compiles, organizes, reviews, and routes supporting documentation to ensure procurement packets are complete and accurate. *Tracks documentation, maintains related files, and provides administrative support for the procurement process.
15%	*Serves as a front office point of contact for finance. *Greets field personnel and employees; answers questions or directs inquiries to the appropriate finance staff; assists employees with picking up checks or financial documents; answers telephone calls; provides professional customer service while maintaining confidentiality of sensitive information.
10%	*Assists Resource Management as well as other programs with clerical support when needed. *Provides clerical assistance to the Service Center by performing data entry, filing, document preparation, record maintenance, and other administrative support functions as assigned to ensure efficient office operations.
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment: See page 2

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory _____ Initials and date

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PO-199 (06/16) - **PAGE 2**

Working Title of Position
Office Technician

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
5%	*Provides relief clerical support for the MEU Headquarters Office during staff absences, assists with special MEU Unit projects, and performs other administrative duties as assigned to support overall unit operations.
5%	Performs administrative and clerical duties in support of emergency incidents and disaster response activities, consistent with the Department's mission. Performs other job-related duties as required.

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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Job qualifications and/or conditions of employment: May be required to work nights, weekends, and holidays.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory _____ Initials and Date