DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF LEGAL SUPPORT SERVICES
LEGAL SUPPORT OPERATIONS
LOS ANGELES
DUTY STATEMENT

NAME:
JOB TITLE: Office Technician (Typing)- Flexible Administrative Support Teams (FAST)
POSITION: 420-035-1139-

STATEMENT OF DUTIES: The Office Technician (Typing) (OT (T)) performs, a variety of clerical and administrative duties, on a daily flexible or rotational basis, to ensure the smooth operations of the Los Angeles Legal Office. The OT(T) serves as a receptionist and public inquiry point of contact in the Flexible Administrative Support Team (FAST). The OT(T) acts as facilities' services point of contact and a Fingerprint Live Scan Operator. The OT (T) also serves as an Attendance Coordinator, public transportation vendor/invoice payment contact, and the contact responsible to place supply orders.

SUPERVISION RECEIVED: Under the general direction of the Office Manager (Supervisor II), the general supervision of a Business Services Officer II (BSOII) Supervisor, and the immediate supervision of a Business Services Officer I (BSOI) Supervisor.

TYPICAL PHYSICAL DEMANDS: While performing assigned duties, the OT(T) may be required to perform tasks that require bending/stooping, climbing, reaching/twisting, kneeling/crawling, manual dexterity (grasp/handle/keyboarding), pushing/pulling, prolonged standing/sitting, frequent walking. Employee is expected to use natural or assisted hearing and vision and be able to speak clearly to the public, clients, co-workers, supervisor(s), and other office staff either in person or over the telephone. He/she must have the ability to carry/lift up to 40 lbs. on an occasional basis. (STD 910 does not need to be completed.)

TYPICAL WORKING CONDITIONS: Office occupies several floors of a smoke free high-rise building. Floors are carpeted or vinyl covered. Incumbent occupies a window-less space at either an individual desk or cubicle. More than one OT(T) or support staff may be assigned to the same space. (STD 910 does not need to be completed)

ESSENTIAL FUNCTIONS:

Reception/Public Inquiry Services:

30% *Reception/Public Inquiry* - Answer incoming phone calls, provide information on State government agency services and programs, direct callers to appropriate staff, take detailed/accurate messages or take other action as may be appropriate. Greet and direct staff and visitors; review security access and log visitors. Use various e-mail resource accounts to communicate with employees regarding visitors, packages received, route e-faxes received, and more. Receive and log packages using SmartTrack and utilize ProLaw to determine appropriate

routing. Assist Service Deputies by receiving legal documents. Assist Hiring Coordinators by proctoring examinations and hiring interviews. Assist callers and walk-ins by directing them to governmental agencies or proving appropriate forms to file a complaint with the Attorney General's Office, refer to other staff members, state agencies, governmental agencies or personally provide information based on established departmental policies. Refer public to the Public Inquiry Unit for more complex problems.

Facilities Services - Monitor LAMaintenance e-mail resource account for maintenance and janitorial requests from staff to be relayed to building management; track and follow up on status, using Maximo. Report and update staff on status of building maintenance requests.

LiveScan Services - Serve as LiveScan Operator by fingerprinting potential employment candidates, DGS staff, vendors and others for entry clearance into DOJ space. Verify identification and the completion of LiveScan forms. Submit LiveScan results electronically to the BCII unit/Personnel Liaison.

Business Services Administration and Financial Services:

30% *Personnel and Attendance Coordinator Administration* - Act as liaison between Office of Human Resources (OHR) and employee for a variety of personnel and benefits matters. Independently process a wide variety of forms for legal and administrative employee benefits, timekeeping, payroll, employment and separation. Assist new employees with questions and provide resources relating to benefits and new hire packet forms.

Financial Administration - In accordance with Accounting, DOJ Administrative Manual, State Administrative Manual, and the LA Legal Office Chain of Custody policies and procedures, manage collection advice, revolving fund, payroll, and transportation, on a rotational basis. Handle Collection Advice by collecting all related checks, preparing documentation, reconciling check balances to be deposited, copying and assembling materials, and making bank deposits. Handle Revolving Fund desk by reviewing requests received, obtaining necessary approvals through Accounting, and printing laser checks using the Accounting Info System (AIS). Verify check stock monthly. Maintain control log of checks issued, prepare daily reports with attachments to be reviewed/approved by supervisor, forward to Headquarters Accounting Office daily/weekly basis; and prepare monthly check accountability report, forward to Accounting on monthly basis. Handle payroll by sorting and distributing monthly payroll warrants and travel claim checks. Prepare salary advances when received by OHR. Communicate with Personnel Specialists/Attendance Coordinators regarding missing or received checks for staff. Maintain logs of incoming and distributed checks.

Transportation - Public Transit - Collect and process transit subsidy requests and payments, and prepare transit pass orders in accordance with vendor consignment contracts. Distribute transit passes to staff. Process invoices for vendor payment, prepare report of deposits for bank, and submit check collection to Collection Advice clerk for deposit. Prepare accountability report and forward copies of transaction documents to Accounting.

Parking - Process employee parking applications/cancellations for Fleet administered and contracted parking lots. Prepare correspondence and reports to parking authorities, staff and management regarding parking and annual audits. Manage fleet assigned (random and tandem)

parking spaces. Maintain wait lists for parking lots. Review carpool application contracts for accuracy and completion and present to BSOI/II or Office Manager for approval/denial. Ensure accountability for money collected as subject to audit. Act as and/or assist Employee Transportation Coordinator (ETC) with annual transportation survey, maintain transportation records in filing cabinet, and organize rideshare events. Review and approve Employee Commuter Benefits applications. Prepare correspondence to staff and Accounting regarding collection advice, revolving fund, payroll and other financial related communication. Maintain and/or purge transportation files for audit purposes and in accordance with retention schedule. Prepare correspondence to transit authorities, staff and management regarding transit and/or parking. Conduct audits and prepare management reports.

Mailroom - Provide clerical support in mailroom operations. Functions consist of scanning, retrieving and delivering mail from the USPS, receiving and processing mail from specialty carriers (UPS, FEDEX, etc.), delivering mail to various floors, affixing postage and depositing mail at correct sites. Responsible for the maintenance and operation of complex mailroom equipment such as the Pitney Bowes Connect 2000 and 3000 postage machines.

Supplies Distribution and Purchasing:

30% *Distribution and Stock* - Monitor LASupplies email account for supply requests, respond to and notify employees when supply orders are ready or if supplies requested are unavailable. Maintain record of requests for unavailable supplies and notify employees when supplies are available. Maintain stock in supply room and inform BSOI when supplies are needed for ordering. Assist BSOI to reconcile and account for all surveyed items and equipment.

Purchasing - Contact various vendors to negotiate prices and secure bids and service options for supplies and equipment. Prepare, review and approve accuracy of documentation for purchases and service contracts. Maintain detailed record files of inventory of all supplies and equipment shipped/received from vendors. Coordinate storage and distribution of supplies and equipment. Prepare monthly reports on supply expenditures, equipment repair service calls and operational activities. Provide records and log of all purchase orders, supply expenditures to BSOI, BSOII, Analyst IIs, and/or Office Manager.

Payment of Invoices - Handle timely payment of invoices for purchases made and assist BSOI, Analyst II, and BSOII with invoices, for all orders, including but not limited to furniture, equipment, contracts in place, and other Cal-Card related purchases to close out Cal-Card statement.

MARGINAL FUNCTIONS:

Other Business and Legal Support Services:

10% May be assigned other duties or assigned to provide back-up support to Business Service Assistants or other Business Service Units such as the Mailroom, Legal Support teams and Docketing, as departmental office needs require.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Name (Print)	Employee's Signature	Date
Supervisor's Name (Print)	Supervisor's Signature	Date