State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Division	Office Technician (Typing)	549-720-1139-902
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Monterey District	Office Technician - PI	R04
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Monterey District	Monterey District Office	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Supervisor I

SENSITIVE POSITION DESIGNATION: (Check if applicable)

☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

The Office Technician (T) works under the supervision of the Supervisor I (the Administrative Supervisor) and will work closely with the Administrative team of the Monterey District. The Office Technician (T) will perform park pass sales and general office duties with a high level of accuracy and independence. The reporting location for this position is 2211 Garden Road, Monterey, CA 93940 but may be required to work at other locations throughout the district as assigned and based on operation needs.

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
35%	**FRONT OFFICE RECEPTION AND PASS SALES** Responsible for public contact work which includes but is not limited to providing information to and answering questions from the public in person, by phone, or email regarding State Park passes, camp reservations and the process to book reservations, and rules and regulations for District State Parks and State Beaches, among other inquires. The Office Technician is also responsible for providing information to the public about recreation, obtaining special event permits, recreational facilities, activities, programs, employment, public safety inquiries, and other questions related to Monterey District State Parks. All public contacts will be courteous, impartial, and articulate. The information provided to the public will be accurate and will represent operating procedures. Assist with updating District webpages. Open and distribute incoming/internal mail and distribute to the appropriate internal office mailboxes. Notify staff to pick up packages that have been delivered to the District Office. Prepare outgoing mail and packages. Receive incoming packages and deliveries. Manage the conference room calendars and schedule meetings. Keep office machines and equipment in working order by restocking paper in copiers and ensuring shredders are oiled and emptied of shredded documents. Place service requests on office machines to the appropriate repair facility. Assist others in operating office machines and equipment. Order, maintain, and distribute office supplies and ensure inventory is accurate and adequate to meet supply needs. Create and update weekly fleet vehicle calendar. Assist with delivery and pick up of fleet vehicles to repair shops. Destroy documents as directed following Department retention schedule. Maintain the front office and lobby area to ensure a clean and organized appearance. Stock brochures and post public notices. Sell State Parks annual passes to customers using R2S2. Order State Parks annual and day passes as required to maintain adequate inventory for the District. Maintain knowledge of the different State Parks passes and provide accurate and up to date information to

	the public. Enter Report of Collection (eROC), match deposits, and bank deposits. Log incoming checks.
35%	**ACCOUNTING/PROCUREMENT SUPPORT** Be proficient in the FI$Cal system and stay up to date in trainings. Act as a Cal-Card (P-Card) proxy reconciler to ensure timely reconciliation. Enter Travel Expense Claims to Fi$Cal. Complete Vehicle Use Reports (VURs), Water Report, and other data entry as assigned. Assist with entering and tracking voucher payments, scanning, and filing. Log and distribute incoming payroll. Enter and track Capital Assets in database.
25%	**ADMINISTRATIVE SUPPORT** Provide administrative clerical support to the District. Type, edit, track, and file correspondence and memorandums. Independently compose general correspondence, reports, meeting agendas, and other types of office communication. Review outgoing correspondence for spelling and grammar accuracy. Schedule meetings and create meeting agendas and hand-outs. Assist District staff with various administrative tasks as directed. Assist with purchasing and DPR 285 forms. Assist the Personnel office with scheduling interviews, prepare interview packets for hiring panels, coordinates dates and times with respective hiring. Prepare and take meeting minutes assigned.

MARGINAL FUNCTIONS:

%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.

TYPICAL WORKING CONDITIONS

Work environment is an office setting, using computer, telephone, and other business equipment. Typical work activities involve frequent and prolonged periods of sitting. Typical work involves extended telephone conversations and keyboard operation. Lift supply boxes up to 10 lbs. and move heavier supplies using a hand cart. Requires reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties.

TELEWORK DESIGNATION
This position is designated as: (Check one)

☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible

SPECIAL REQUIREMENTS:

Possession of a valid California class C driver's license is required.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE