STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Office Technician (Typing)

Division and/or Subdivision
Southern Region/Madera-Mariposa-Merced 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
Mariposa

Class Title of Position
Office Technician (Typing)

Position Number
541-414-1139-004

Effective Date
10/01/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	The Office Technician (Typing), works under the direction of the Supervisor I Administration. Using initiative, independence, and originality this position performs a variety of tasks and has detailed sensitive contact with field personnel and public. Using knowledge of detailed regulations, policies and procedures, the Office Technician performs the following duties:
40%	*Provide clerical support, to include but not limited to: typing, copying, faxing, scanning, mailing, proof reading, formatting documents, record keeping and office organization. *Develops spreadsheets for projects and tracking purposes. *Completes internal and external information requests as directed.
35%	*Answers all incoming telephone calls in a professional, timely and courteous manner and routes the callers to the appropriate unit staff or takes messages in their absence. *Greets the general public in a professional and courteous manner and provides assistance by answering questions and/or directing the public to the appropriate unit staff. *Provide the public with campfire and burn permit information and assistance with the unit's burn permit kiosk.
20%	*Input budgetary data to help establish Unit budget as needed. *Maintain data entry of Unit Shop fiscal transactions including entering data into Peoplesoft/FI$Cal to maintain budget currency. *Initiate and implement required budget adjustments to ensure accuracy. *Support Unit Heavy Equipment Manager with financial document processing and education.
5%	*Opens and closes the Administration building each day prior to and following daily business hours. *Maintains reception, mailroom, conference room, upper foyer, kitchen and other non-office areas in a neat and orderly fashion. Other duties as needed.

*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: Maintain ability to work with various levels of staff and management, multi-task and prioritize, attention to details, and preform completed staff work. May be subject to working nights, weekends, and holidays. May be subject to travel periodically throughout the State of California.

"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