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
Southern Region/MMU

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
Atwater

Class Title of Position
Office Technician (Typing)

Position Number
541-414-1139-004

Effective Date
10/20/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the direction of the Administration Supervisor I, the Office Technician provides clerical, reception and administrative support to MMU's Administrative Office. The Office Technician performs the following duties:
30%	*Provides general clerical and administrative support to Unit staff, including typing, data entry, photocopying, scanning, filing, proofreading, formatting documents, maintaining records, and organizing office files. *Prepares, updates, and maintains documents, correspondence, spreadsheets, and tracking logs, using Microsoft and other applicable office software. *Operates standard office equipment, including computers, muti-line telephone systems, photocopiers, scanners and postage meters. *Assists Unit staff with special projects, information requests, and other administrative assignments as directed. *Maintain office bulletin boards and updates posted information as needed.
30%	*Serves as the primary point of contact for the Administrative Office by answering incoming phone calls in a professional and courtesy manner, directing callers to the appropriate personnel, and taking messages when staff members are unavailable. *Greets members of the public, employees, and visitors, responds to general inquiries and directs to individuals to the appropriate Unit personnel or resources. *Opens and closes the Administrative Office building in accordance with established office procedures and business hours. *Maintains the cleanliness, organization, and professional appearance of the receptionist area, mailroom, conference room, and other non-office areas.
10%	*Assists with the planning and preparation of meetings, conferences, and conference calls by coordinating minor logistical arrangements. *Maintains and coordinates scheduling requests for the Administration conference room to ensure appropriate use of shared facilities. *Assists with preparing meeting agendas, distributing materials, and other related needs as directed. *Takes meeting notes and transcribes dictation 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 perform 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

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position	Office Technician
Division and/or Subdivision	Southern Region/MMU
Location of Headquarters	Atwater
Class Title of Position	Office Technician (Typing)
Position Number	541-414-1139-004
Effective Date	10/20/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Receives, reviews, sorts, and date-stamps incoming mail and distributes correspondence and documents to the appropriate personnel. *Prepares, ships, receives, and signs for deliveries through applicable shipping services, including, UPS, FedEx and other authorized carriers. *Maintains and updates office mailbox organizational chart to reflect staffing and organizational changes.
10%	*Monitor office supply inventory, identifies replenishment needs, and submits supply ordering requests to their supervisor, in accordance with established purchasing procedures. *Maintains an organized inventory of office supplies and assists with the distribution of supplies to Unit staff as needed.
5%	*Manage administrative schedules in scheduling program, inTime.
5%	Other 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.

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 perform 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