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

# DUTY STATEMENT

| DIVISION | CLASSIFICATION | POSITION NUMBER (Agency-Unit-Class-Serial) |
|---|---|---|
| Central | Office Technician (General) (Permanent Intermittent) | 549-672-1138-902 |
| **DISTRICT/HQ SECTION** | **WORKING TITLE** | **CBID** |
| Capital | Office Technician (General) | R04 |
| **SECTOR/HQ UNIT** | **REPORTING LOCATION** | **INCUMBENT** |
| Interpretation and Education | Sutter's Fort State Historic Park | |
| **STATE HOUSING: (Check one)** | | **IMMEDIATE SUPERVISOR** |
| ☐ Housing is required ☐ Housing may be required<br>☒ Housing is not available | | Guide II Historical Monument (Supervisor) |

**SENSITIVE POSITION DESIGNATION: (Check if applicable)**

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

**POSITION DESCRIPTION**

Under the direction of the Guide II, Historical Monument (Supervisor) the Office Technician (General) (Permanent Intermittent) will provide support and assist the Volunteer Management and Coordination Program at Sutter's Fort State Historic Park (SHP). The Office Technician will develop knowledge of the Sutter Fort's History and Operations, as well as the Operations of the Interpretive Programs and volunteer management. The reporting location for this position is Sutter's Fort SHP, located at 2701 L Street, Sacramento, CA. The normal work schedule for this position is Thursday, Friday, and Saturday. Work on nights, weekends, and holidays may be required. This position may work up to 1,500 hours per year.

**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 |
|---|---|
| 40% | **ADMINISTRATION**<br>Provides administrative support to the program. Receives, screens, and helps direct all telephone calls in a courteous and professional manner. File and maintain volunteer personnel files records. Independently answers inquiries and refers visitors/callers to the appropriate person. Tracks, updates, and submits information for Sutter's Fort State Historic Park special events; this includes correspondence with participating schools, organizing, and operating training workshops, and interacting with teachers, docents, staff, and participating parents. Maintains detailed reports including financial accounting for these programs. |
| 20% | **PURCHASING AND ACCOUNTING**<br>Work with the Sector and District Staff to purchase items and process contracts for services. Complete all paperwork related to purchases and contracts including purchase orders, Cal-Card, Standard Agreements, etc. Maintain and reconcile a Cal-Card. Track all expenditures and encumbrances for the Sector. Utilize Fiscal tracking system to monitor spending. Track, project and summarize program spending using Microsoft Excel formatted documents. Communicate with program and District staff on the status of program spending. |
| 20% | **PUBLIC CONTACT**<br>Assist staff and volunteers with the daily operation of the program. Assist in the interpretation of various historical stations. |

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|---|---|
| **15%** | **VISITOR SERVICE AND REVENUE COLLECTION**<br>Provide exceptional visitor service to all visitors. Perform opening and closing procedures for shift location as needed. Perform entrance station or counter work by collecting Museum entrance fees and answering visitor questions via phone or in person relating to State Parks, Sutter's Fort State Historic Park, State Indian Museum, and surrounding areas. Report issues and account for supplies and equipment used in the operation and maintenance of Museum facilities. Maintain a professional attitude and appearance at all times. Accurately maintain daily admission fee sales and change funds. Accurately account for daily revenues collected and compile daily attendance figures. Be proficient in the operation of a cash register. Be proficient in all Museum and State Park cash handling procedures and policies. |

**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**

Ability to bend, stoop, lift, sit, and stand for long periods of time and walk distances on uneven surfaces. Lift up to 25 lbs.

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

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

**SPECIAL REQUIREMENTS:**

Occasional travel may be required. Possession of a valid driver's license is required when operating a state-owned or leased vehicle.

**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 |
|---|---|---|
| | | |