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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Office Technician (Typing)	549-660-1139-002
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Bay Area District	Office Technician (Typing)	R04
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Bay Area District Office	Petaluma, CA	
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

Under the direction of the Supervisor I, the Office Technician (Typing) performs a variety of clerical, administrative, and customer service duties in support of the Human Resources/Personnel office and park administrative operations. The incumbent assists with personnel-related transactions, processes housing leases and related documents, maintains files and records, prepares correspondence, enters and retrieves information, and provides front desk assistance to employees and the public. The incumbent also assists visitors with park pass sales, provides general information, and performs related administrative duties as assigned.

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%	**Personnel Office Support** Assist Personnel Office staff with confidential reports, compile and review hiring packets, follow up on outstanding paperwork for hiring appointments and separations, benefits, and workers compensation. Maintain and organize personnel files and records in accordance with established procedures and confidentiality requirements. Help process and distribute payroll, and assist with maintenance of leave balances, as needed. Assist with filing, scanning, copying, typing or data entry, tracking personnel transactions, and routing documents to appropriate staff. Respond to routine inquiries from employees regarding administrative processes and refer complex personnel matters to the appropriate staff member. Handle sensitive information with discretion and maintain the confidentiality of personnel records.
25%	**Housing Lease Administration** Prepare, type, process, and maintain lease agreements, lease renewals and amendments for permanent and seasonal housing utilizing the Parks Maximo web application. Type other housing-related correspondence for review and approval by the appropriate supervisor. Maintain accurate and organized housing files, including lease agreements, occupancy records, rental rates, payment histories, and renewal dates. Track monthly rent payments, monitor payment due dates, document payments received, and maintain rent tracking logs and spreadsheets. Identify outstanding or delinquent payments and notify the appropriate supervisor for follow-up. Communicate routine housing-related information to tenants and employees, route inquiries to the appropriate staff, and assist with preparing reports, and supporting documentation. Maintain confidentiality and ensure housing records

	are accurate, current, and handled in accordance with departmental policies and established procedures. Prepare and process documents necessary for payroll rental deductions. Prepare and process Possessory Interest Tax forms and reports for the County Assessor's Office of Marin, Napa, San Francisco, and Sonoma counties.
20%	**Front Desk and Customer Service** Serve as a backup position to the front desk to cover when needed. Using the R2S2 reservation system, sell Park Passes to visitors. Provide general information regarding parks, fees, and programs services, facilities, regulations, and available resources. Maintain a professional and courteous manner when assisting customers or staff in person and by telephone. Receive, sort, and distribute incoming mail and deliveries and assist with scheduling, appointments, and other reception duties as needed.
10%	**Administration Support** Perform routine clerical duties, including data entry, word processing, photocopying, scanning, filing, records maintenance, inventory monitoring, and preparation of reports. Assist with the organization of shared administrative files and documents. Follow established office procedures, records-retention requirements, and applicable departmental 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

Work is performed primarily in an office environment. The position requires frequent interaction with employees and members of the public, prolonged periods of sitting and computer use, and occasional standing, reaching, lifting, and moving office supplies or materials as needed.

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 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