DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF FISCAL SERVICES
BUDGET OFFICE
DUTY STATEMENT

NAME:
POSITION NUMBER: 420-022-1139-901
JOB TITLE: Office Technician (Typing)

STATEMENT OF DUTIES: Under the general supervision from the Manager II within the Budget Office, the Office Technician (OT) performs a variety of tasks that include data entry, monitoring a shared mailbox, routing correspondence, calendaring meetings, drafting and tracking reports. The OT carries out assigned tasks with minimal supervision and works in a team environment, has strong communication skills, works well under pressure, and meets short deadlines. The Budget Office Technician also provides general office support to other units in the Budget Office, as needed

SUPERVISION RECEIVED: Under the general supervisor of the Manager II of the Budget Office, the Office Technician (Typing) performs the full range of office support services and duties for the Budget Office staff. May receive guidance from other unit supervisors as necessary to perform special clerical projects.

TYPICAL PHYSICAL DEMANDS: While performing assigned duties, the Office Technician may be required to perform tasks that require bending/stooping, carrying/lifting up to 40 lbs on an occasional basis, climbing, reaching/twisting, kneeling, manual dexterity grasp/handle/keyboarding), pushing/pulling, prolonged standing/sitting, or frequent walking. The Office Technician is expected to use natural or assisted hearing and vision and be able to speak clearly to the public, clients, co-workers, supervisor(s), and other office staff either in person or over the telephone.

TYPICAL WORKING CONDITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. The employee agrees to maintain a distraction-free remote work environment and is responsible for all employee-owned equipment, including but not limited to internet bandwidth to perform all work.

ESSENTIAL FUNCTIONS

30%: Perform data entry and maintain information in automated databases and electronic recordkeeping systems. Organize, scan, upload, and maintain electronic documents in accordance with established procedures. Maintain shared electronic files, including documents stored on shared drives and SharePoint. Assist with the preparation, organization, and distribution of budget materials, reports, and other administrative documents.

25%: Provide daily administrative support to Budget Office managers and staff, including tracking assignments, maintaining administrative logs, monitoring deadlines, and following up on outstanding action items. Assist with administrative projects, staff onboarding, and the development and maintenance of office procedures, desk manuals, and reference materials. Take meeting notes, document action items, and assist with other administrative activities necessary to support Budget Office operations.

20%: Prepare, format, and proofread correspondence, memoranda, reports, and other documents for accuracy, completeness, grammar, and consistency. Draft documents from prepared materials and assist with compiling information for reports and management correspondence. Monitor incoming correspondence and shared mailbox communications, route assignments and inquiries to appropriate Budget Office staff, and follow up on outstanding responses and deadlines.

15%: Maintain legislative tracking logs and bill files, monitor bill amendments, organize and maintain copies of legislative materials, and review bill analyses for proper formatting and completeness. Monitor legislative deadlines, update tracking records, and assist Budget Office staff with the preparation, organization, and distribution of legislative materials.

10%: Schedule meetings and maintain Budget Office calendars, staff leave schedules, and administrative tracking tools using Microsoft Outlook, Excel, and other department-approved systems. Prepare meeting agendas and materials, coordinate meeting logistics, and assist with travel arrangements and travel expense claims as necessary.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

Employee's Signature	Date	Supervisor's Signature	Date