Job Description

Classification: Office Technician (Typing)

Working Title: Office Technician (Typing)

Position Number: 358-761-1139-001

Division/Unit: Sales / Northern Distribution Center (NDC)

Assigned Headquarters: 2920 Ramco Street. Suite 110, West Sacramento, CA 95691

Position Eligible for Telework (Yes/No)**:** No

Job Description Summary

Under the general supervision of the Warehouse Manager, Northern Distribution Center, the Office Technician (OT) (Typing) will perform the more complex and responsible duties regarding the daily processing of ticket invoices received from the contracted courier service and the district offices. The OT will provide administrative support to the warehouse.

Job Description

35% (Essential Function) - Draft correspondence, create forms, develop spreadsheets, and prepare reports. Screen incoming calls, research and answer questions, and if appropriate take accurate and complete messages or direct calls to appropriate staff. Open and distribute incoming mail and prepare outgoing mail for pickup. Order and maintain supplies ensuring needed Items are available. Provide clerical support, as needed, for management staff visiting the NDC. Create service agreements and purchase orders. Prepare vehicle logs. Prepare and process travel claims.

20% (Essential Function) - Audit courier billing statements and retailer receipts for contract compliance. Create reports and update courier systems. Maintain archive records for the Invoice Unit. Store previous year's retailer receipts, invoices and return documents. Research the courier on-line connection for information pertaining to retailer deliveries. Work with couriers to resolve sensitive issues. Work with retailers and field offices regarding Scratcher ticket orders and account discrepancies.

15% (Essential Function) - Conduct vendor solicitations for new service agreements, create and maintain service agreements and purchase order using e-procurement and accurately input invoice amount to the appropriate Lottery systems. Oversee the maintenance of the office machines and track repairs performed. Prepare monthly state vehicle travel logs, reconcile monthly credit card statements, track expenses and reconcile accounts quarterly associated with forklift maintenance and truck leasing.

10% (Essential Function) - Review, update and develop various filing systems for the invoice unit. Maintain and store retailer receipts, return documents and District Sales Representative (DSR) transfer slips. Update unit procedure manuals and duty statements to reflect new duties assigned to unit.

10% (Essential Function) - Review monthly time sheets and attendance reports for Personnel. Maintain confidential records for the Warehouse Manager. Calculate and report to Warehouse Manager

employee leave balances. Provide Warehouse employees with benefit forms and information requested from Personnel.

5% (Marginal Function) - Serve as the liaison with TSS staff to install printers and other required hardware/software. Serve as the liaison with Space Management staff and tag/inventory equipment for the Northern Distribution Center.

5% (Marginal Function) - Perform other job-related duties as required including but not limited to maintaining unit's filing systems, (various forms) and make changes to procedures when needed.

Scope and Impact

a. **Consequence of Error:** Failure to provide adequate secretarial support for the Warehouse Manager could result in missed communications, inefficient use of the Manager's time and poor warehouse performance. Failure to provide accurate information in a courteous manner could lead to poor customer relations with our retailers and vendors.

b. **Administrative Responsibility:** The OT is responsible for maintaining the integrity of Lottery security related to tickets and other materials stored in the warehouse facilities. Also, the Warehouse Worker is responsible for adhering to the laws, rules, policies and procedures pertaining to civil service employees in general, and specifically to employees of the California State Lottery.

c. **Supervision Exercised and Received:** The OT receives general supervision from and reports directly to Warehouse Manager I but may receive assignments and supervision from other NDC managers and supervisors. No supervision exercised.

d. **Personal Contacts:** The OT has daily contact with the Warehouse Manager, M&S Supervisor, M&S Specialists, and warehouse support staff. In addition, the OT will have frequent contact with Sales Division Headquarters staff, Lottery retailers and vendors to provide information and assistance, either in person or on the telephone.

Physical and Environmental Demands

Activities required to perform the essential functions of the position include the ability to drive, enter and exit a vehicle, reach, stretch, grasp, bend, stoop, squat, climb, kneel, push/pull, walk, lift carry up to 50 lbs. occasionally. Be free of sensitivity to normal warehouse conditions including heat, cold, dust and debris. Have the ability to sit, concentrate, read, and comprehend a variety of documents associated with warehouse activities, including procedure manuals such as the Lottery Administrative Manual, etc.

Working Conditions and Requirements

a. Schedule: 7:00AM – 3:30PM (Monday through Friday)/ Overtime, including Saturday & Sunday, when operationally needed.
b. Travel: Travel is limited. Typically, travel is required for less than one week per year.

c. **Other:** The Office Technician (Typing) must possess a valid Class III California driver's license valid for the operation of any two-axle single-motor vehicle in order to perform the essential duties of the position.

Effective Date:

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature	**Printed Name**	**Date**

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature	**Printed Name**	**Date**

NOTE: 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 this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.