

DUTY STATEMENT - ADMINISTRATION

DGS OHR 907A (Rev. 09/2022)

 Current Proposed

RPA NUMBER 26207	DGS OFFICE or CLIENT AGENCY Procurement Division	
UNIT NAME Fiscal and Resource Management Unit (PD Ops)	REPORTING LOCATION 707 Third Street, 2nd Floor, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00 am - 5:00 pm	POSITION NUMBER 306-507-1139-009	CBID R04
CLASS TITLE Office Technician (Typing)	WORKING TITLE Clerical Support Office Technician- Telework Option	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under general direction by the Staff Services Manager I, the Office Technician (Typing) is responsible for independently performing complex clerical and technical administrative support for the Procurement Division (PD) in accordance with the principles and guidelines of the Department of General Services (DGS) utilizing various software programs.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Office Technician (Typing)

Ability to type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	<p>Reception</p> <p>Serves as the receptionist for the Procurement Division, by greeting and providing customer service to staff, clients, other state agencies and the general public, answering incoming telephone calls, directing requests to the correct point of contact, maintaining office files, and independently generating correspondence, utilizing knowledge and application of applicable regulations, policies and procedures, in order to provide excellent customer service, to ensure continuity of business operations.</p>
25%	<p>Clerical Support</p> <p>Independently provides a variety of the most difficult clerical support duties for the Procurement Division by scheduling meetings, preparing meeting agendas and notes, typing, reviewing, and distributing difficult and sensitive documents, letters and various correspondence, distributing confidential documents, and maintaining database spreadsheets in order to provide timely and accurate customer service, to ensure office needs are met, in compliance with established policies, procedures, and departmental and office guidelines, utilizing Microsoft Office Suite and other appropriate software.</p>
15%	<p>Travel Coordinator</p> <p>Acts as the Travel Coordinator, in collaboration with the Office of Fiscal Services, to prepare</p>

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	itineraries, schedule travel arrangements, and process Travel Expense Claims by reviewing and processing receipts, and completing required travel documents, utilizing DGS travel resources to provide the most cost-effective method of travel, in order to meet staff's travel needs and to ensure employees receive accurate and timely reimbursement checks for job-related travel expenses, in accordance with the requirements of the California Department of Human Resources, bargaining unit contracts, State Contracting Manual, State Controller's Office, and DGS policies and procedures.
10%	Mail Distribution (no more than 15%) Independently processes and prioritizes incoming mail and documents for the Procurement Division by distributing and routing to appropriate staff, tracking and responding to mail inquiries, reviewing and sending all outgoing mail, and verifying complete addresses, postage, and appropriate delivery method such as, but not limited to, US Post Office, inter-agency mail, and overnight delivery services, utilizing Microsoft Outlook, inter-office mail, messenger services and personal delivery, in order to provide mail and document handling support to ensure timely delivery.
5%	Health and Safety within the Ziggurat: Serves as the Safety Coordinator for the Procurement Division, in collaboration with DGS' Office of Risk and Insurance Management by developing and maintaining the Ziggurat Emergency Response Team (ZERT) listing, drafting correspondence to ZERT team members, distributing safety information to staff, maintaining and ordering supplies for the First Aid kits, and attending meetings with the ZERT team in order to provide members with information on departmental emergency procedures and designated safety roles, to ensure a safe and secure workplace.
5%	Processes travel expense claims to ensure that PD employees receive accurate reimbursement checks for job-related travel expenses by working with the DGS Office of Fiscal Services and reviewing submitted forms and receipts.
5%	Updates Division's Employee Roster to be posted on the DGS Intranet site for internal and external customers using Microsoft Word.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Provides clerical backup coverage to the PD Ops Staff Development Office Technician (Typing) as needed

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- This position is eligible for telework up to two (2) days a week, and reports to the office at 707 Third Street, 2nd Floor, West Sacramento, CA 95605, in accordance with DGS's Telework Policy. The successful candidate must reside in California upon appointment.
- Daily use of phone, fax, copiers and general office and communication equipment.
- Use of hand cart and hand truck to transport documents and/or equipment; i.e. laptop computer, files, reference manuals, solicitation documents, etc.
- Standing or sitting in a seated position for extended periods of time

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- This position may require travel and the use of various transportation modes, i.e. airplane, taxi, car, etc.
- Professional work environment.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED