

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

RPA NUMBER 26484	DGS OFFICE or CLIENT AGENCY SGLLA Rivers and Mountains Conservancy (RMC)	
UNIT NAME	REPORTING LOCATION 100 N. Old San Gabriel Canyon Rd Azusa CA 91702	
SCHEDULE (DAYS / HOURS) Monday - Friday, 8 am - 5 pm	POSITION NUMBER 570-001-1176-001	CBID R04
CLASS TITLE Secretary	WORKING TITLE Secretary - Telework Option	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

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

Our mission is to preserve open space and habitat in order to provide for low-impact recreation and educational uses, wildlife habitat restoration and protection, and watershed improvements within our jurisdiction.

POSITION CONCEPT

Under the direction of the Executive Officer (EO), the Secretary for the San Gabriel & Lower Los Angeles Rivers (SGLLA) and Mountains Conservancy (RMC) will perform responsible secretarial duties exercising a high degree of initiative and independence in performing assigned tasks, perform a variety of clerical and administrative work to relieve the agency and its joint powers authority agencies of these activities, including but not limited to managing the EO's calendar, minutes transcription, and providing internal and external customer service.

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

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Provide administrative and office support by maintaining both physical and digital legal and administrative files, including confidential board action documents, for archival and documentation management and organization. Make arrangements for meetings, identifying appropriate space and locations, prepare and distribute meeting notices and agendas, arrange video and teleconference equipment as necessary, and take notes of meetings. Attend the RMC and its joint powers authorities' board meetings, transcribe recorded meetings and prepare minutes, administrative letters, reports, and other materials for signature and route appropriately. Coordinate with staff in posting notices, agendas, and other RMC-related communication on agency's websites in order to communicate important events to the public.
30%	Manage EO calendar events and arrange meetings by communicating with appropriate staff and outside members, preparing necessary materials and documents, and organizing travel arrangements for all staff in order to ensure that the flow of appointments and meetings are seamless and leaves enough time to accomplish quality work on all projects and participate fully in meetings. Prioritize, coordinate, and arrange correspondence for EO's reply. Understand and carry out directions following a minimum of explanation. Relieve the EO of routine office details, including preparing and submitting their travel expense claims, follow-up on projects, reports, correspondence, and activities for the EO that have been assigned to staff members. Ensure that the reports and information are submitted in a timely manner and proper format.

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 Current Proposed

PERCENTAGE	DESCRIPTION
15%	Review, prepare, and process incoming and outgoing board member personnel files and related documents in a timely manner to ensure that board members are appointed or re-appointed by their appointing authorities to the Conservancy and its joint powers authorities. Process documentation for payment and reimbursement to Board members.
10%	Independently process and prioritize incoming mail and documents for RMC and its joint powers authorities by distributing and routing to appropriate staff, reviewing and sending all outgoing mail, 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. Assist with the receipt, storage, and issuance of incoming materials, and checks against bills of lading to verify correct items and quantities received. Manage and track office and equipment inventory and other supply management needs.
10%	Communicate effectively, handle with courtesy and tact with diverse groups of people on the telephone, email/videoconference, and in person, and provide authoritative information or route inquiries to appropriate personnel. Receive, screen, and direct incoming telephone calls, emails, and office visitors with tact, diplomacy, and professionalism. Refer calls and emails to the appropriate individual to address the person's needs.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs other duties as required in alignment with the Secretary Class Specifications.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position is Hybrid and eligible for telework; required to report at the RMC office a minimum of two days a week or more, based on the business needs of the RMC or as needed/required in accordance with DGS's Telework Policy. The successful candidate must reside in California upon appointment.

- Professional office environment working in standard office configuration, executive offices and cubicles.
- Daily use of laptop computers, phone, copiers, and general office equipment, and related software applications and the Internet.
- Fast-paced work environment with competing priorities and tight deadlines.
- Approximately 10% of in-state travel required, mostly within the RMC territory which consists of the watersheds of Lower Los Angeles River, San Gabriel River, and Dominguez Channel; and Santa Catalina Island.

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