



Classification: Office Technician (Typing)
Position Number: 880-220-1139-XXX

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-220-004	Classification Title: Office Technician (Typing)	Position Number: 880-220-1139-XXX
Incumbent Name: Vacant	Working Title: Office Technician (Typing)	Effective Date: August 2024
Tenure: Permanent	Time Base: Full Time	CBID: R04
Division/Office: Office of Chief Counsel		Section/Unit: Legal Support and Administrative Section
Supervisor's Name: Carol Berkeley		Supervisor's Classification: Staff Services Manager I

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the supervision of a Staff Services Manager I and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
The Office Technician (Typing) (OT) is responsible for providing clerical support for the administrative staff and attorneys within the Office of Chief Counsel. The OT is required to work closely with managers, administrative staff and attorneys, communicate effectively, manage multiple tasks, and perform a wide variety of administrative and clerical critical functions. Daily, proficient utilization of office equipment and the Microsoft Office Suite (e.g., Word, Excel, SharePoint, and Outlook) is required.



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Essential Functions (Including percentage of time):

30%	Responsible for the front (virtual) desk of the Office of Chief Counsel by providing clerical and administrative support to the Office of Chief Counsel staff as needed, including screening and directing incoming telephone calls, faxes and office visitors. Responds to questions from State Board staff by providing general information and directing staff to the appropriate administrative support staff or attorney. Assists in setting up meetings, room reservations, conference equipment, video and teleconference equipment as necessary and other equipment for use by the attorneys.
20%	Opens, date stamps, sorts, and distributes all incoming mail daily, which includes scanning mail to the proper recipient. Prepares certified letters, overnight packages, and standard mail for delivery according to the Office of Chief Counsel guidelines. Receives supplies, equipment, and validating services; accepts and checks shipments against packing slips, invoices, or other documents for accuracy; identifies shipments for discrepancies, including reviewing for proper quantities, items that may be damaged, or incorrect items shipped, etc., and works with Associate Governmental Program Analysts when discrepancies occur. Prepares and submits appropriate forms.
15%	Provides support to the training liaison with coordinating the Office of Chief Counsel's mandated and discretionary training, including e-filing training certificates for management and staff. Provides support to the travel liaison by processing travel expense claims to the accounting department and e-filing the claims for management and staff.
15%	Assists with maintaining the Office of Chief Counsel's hard-copy and electronic documents. Organize, file, and retrieve documents in centralized filing systems. In accordance with the record retention schedule and working under the direction of management, arrange to have files sent to the State Records Center or destroyed.

Marginal Functions (Including percentage of time):

10%	Reports building issues to facilities, initiates Division of Information Technology requests through the Help Desk for equipment (e.g., computers, printers) issues. Assists with tracking and ensuring building and equipment issues are resolved in a timely manner.
5%	Prepares hoteling offices and cubicles for incoming staff on a daily basis.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 50 pounds, bend and reach above shoulders to retrieve files and/or documents throughout the workday.



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Typical Working Conditions:
The incumbent works on the 22nd floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday from 8:00 am to 5:00 pm.

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 a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date