



DUTY STATEMENT
 Department of Finance
 Human Resources Office

The California Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	
UNIT		POSITION NUMBER	300-775-1139-001

CLASSIFICATION Office Technician (Typing)

SCOPE

Working under general supervision in the Office of State Audits and Evaluations (OSAE), the incumbent provides a variety of clerical support duties. Regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures (e.g., positions such as secretaries to major division chiefs and one-person field office assignments comprised of a wide variety of responsibilities).

Good judgment and the ability to communicate effectively is of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees.

ESSENTIAL FUNCTIONS

25%	Types and reviews reports, letters, and other correspondence essential to OSAE operations for grammar, punctuation, spelling, and proper format. Processes report responses received from external entities. Maintains and reconciles various tracking spreadsheets with issued reports, letters, and other correspondence. Performs functions using Microsoft Office Suite applications (i.e., Word, Excel, PowerPoint, etc.)
25%	Maintains the file room, copy room, and printer/supply stations. Distributes incoming/outgoing mail, maintains files (electronic and/or hardcopy), maintains and/or reconciles various tracking logs/lists/spreadsheets (i.e., OSAE phone list, Form 634 and TeamMate+ timesheets, etc.), takes inventory and orders office supplies, processes meeting room reservations, and duplicates and/or scans documents. Distributes and tracks employee equipment requests (i.e., portable scanners, Wi-Fi hotspots, etc.).
15%	Greets visitors, answers phones, monitors various email inboxes, responds and/or forwards emails/phone calls to appropriate staff, reports absences to unit management via email, and updates Outlook calendars for employee absences.
10%	Responsible for new hire setup (e.g., clean and set up desks with welcome sign, supplies, etc.) and the exit process for separating employees (e.g., collecting equipment and building access card, preparing exit clearance form, etc.). Attends Onboarding Committee meetings.
10%	Processes travel requests for employees via Concur--flight, rental car, and train reservations--and reviews Calaters Travel Expense Claims for supporting documentation and input into the audit management software system (TeamMate+).
5%	Assists with scheduling and administering hiring and promotional exams/interviews.
5%	Reports building maintenance issues to the Business Services Office, submits requests to Information Services for computer, software, and/or equipment issues, and coordinates service for copy machines.

5%	Provides backup assistance in the absence of other support team members and performs other clerical duties as necessary.
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KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess the following knowledge:

- Modern office methods, supplies, and equipment.
- Business English and correspondence.
- Principles of effective training.

The incumbent is required to possess the following skills and abilities:

- Perform difficult clerical work, including the ability to spell correctly.
- Make arithmetical computations.
- Operate various office machines.
- Follow oral and written directions.
- Evaluate situations accurately and take effective action.
- Read and write English at a level required for successful job performance.
- Make clear and comprehensive reports and keep difficult records.
- Interact professionally with department staff and the public.
- Apply specific laws, rules, and office policies and procedures.
- Prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar, and spelling.
- Communicate effectively.
- Provide functional guidance.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

EMPLOYEE SIGNATURE		DATE	
I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.			
SUPERVISOR NAME			
SUPERVISOR SIGNATURE		DATE	
PROGRAM BUDGET MANAGER (PBM) NAME			
PBM SIGNATURE		DATE	