

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE Office Technician (Typing)	OFFICE/BRANCH/SECTION District 6 / Right of Way / Support	
WORKING TITLE Office Technician (Typing)	POSITION NUMBER 906-400-1139	REVISION DATE 02/22/2015

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

**GENERAL STATEMENT:**

Under direct supervision of a Staff Services Manager I, incumbent regularly performs a variety of clerical support duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. The incumbent independently types various forms and letters, prepares complex agreements and reports, enters information and prepares reports using various databases and programs, sorts and distributes mail, organizes and maintains files, maintains office supplies and assists with special projects.

**CORE COMPETENCIES:**

As an Office Technician (Typing), the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence - Innovation)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence - Innovation)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Communication**: Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Innovation, Integrity)
- **Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence - Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
25% E	Essential (E)/Marginal (M) <sup>1</sup> Typing duties using software such as Microsoft Word and Excel are an essential part of the position and may include typing reports, deeds, contracts, Right of Way certifications, memorandums of settlement, encroachment permit applications, letters of permission and letters of Notice of Inspection to Grantors. Filing and record management may include creating, maintaining and purging files. Statistical and other record keeping may include keeping record logs on monthly production, completed datasheets, engineering transmittals, Appraisal comparable sales, and entering information into various database systems. Post documents and information in various databases. Close out files by verifying payment, checking accuracy of Deeds from Recorder's Office and/or Title Company, and checking final documents. These tasks are all in support of project delivery.

**ADA Notice**

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25%	E	Incumbent will input statistical data and other record keeping may include keeping record logs on monthly production, completed datasheets, engineering transmittals, Appraisal comparable sales, and entering information into various database systems. Post documents and information in various databases. Close out files by verifying payment, checking accuracy of Deeds from Recorder's Office and/or Title Company, and checking final documents. These tasks are all in support of project delivery.
25%	E	Incumbent will assist maintaining office supply inventory and ordering office supplies as needed. This may involve maintaining office credit card and balancing payments monthly using EFIS Advantage and the on-line bank statement systems.
15%	E	Incumbent will answer telephones for Right of Way taking detailed messages and disseminating to appropriate staff. Responsible for incoming and outgoing mail for the office; distribution of incoming and outgoing faxes; replenishing paper supply in copiers, fax machines and printers.
5%	M	Incumbent will ensure all assigned files are retained in accordance with the Departments Retention Schedule. Act as back-up for common checkout equipment.
5%	M	Incumbent will assist managers and agents by acting as a note taker for project and/or parcels status meetings.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position is non-supervisory. The incumbent will have no supervisory responsibility.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Employee must have the ability to plan and organize work to effectively and efficiently complete required tasks on schedule.

Must possess adequate spelling, punctuation, and grammar skills at a level required for successful job performance. Must be proficient in the use of a personal computer for the processing of documents. Must be able to operate various office machines. Must be able to follow oral and written directions; evaluate situations accurately and take effective action.

Demonstrate a positive attitude and commitment to conduct business in a professional manner in dealing with the public and departmental clients and provide quality service to all customers.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error in documents could result in the work having to be redone, missing critical deadlines, and project delays which may result in the loss of funding or cause unnecessary budget expenses as well as the loss of time and effort.

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### PUBLIC AND INTERNAL CONTACTS

The employee will routinely be in contact with Regional and District Right of Way staff and will have public contact when answering telephones and may have direct contact if serving as a receptionist.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- Ability to drive to remote locations in single duration (up to 6 hours)
- Ability to travel outside of the District overnight
- Ability to sit for long periods of time using keyboard and display terminal
- Ability to lift, bend, stoop, and kneel
- Ability to use various types of copy and facsimile equipment
- Ability to transfer thoughts to paper or electronic medium (reports, memo, letters, etc.)
- Ability to sustain mental activity needed for problem solving, analysis and reasoning, etc.
- Ability to focus on single tasks, as well as multi-tasks when necessary
- Ability to remain, calm, patient, professional when dealing with the public and others on sensitive issues
- Ability to respond to changing work priorities and processes

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### WORK ENVIRONMENT

Employees will work in a climate-controlled office under artificial lighting, however due to periodic problems with heating and air conditioning the building temperature may fluctuate. May be required to travel for training, meetings in headquarters and/or remote office locations and for retrieval of storage files exposing them to the dust, dirt, uneven ground and traffic.

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Possession of a valid Driver's License is required when operating a state owned or leased vehicle.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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