

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 5/04)

Classification Title Office Technician (Typing)	Board/Bureau/Division Contractors State License Board, Administration
Working Title	Office/Unit/Section/Geographic Location Division of Administration, Sacramento
Position Number 622-110-1139-009	Effective Date

GENERAL STATEMENT:

Under the general direction of the Staff Services Manager II, the Office Technician (OT) provides clerical support to the Administration Division. The incumbent will work at the advanced journey level which regularly performs a variety of the most difficult clerical duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Duties include but are not limited to the following:

A. SPECIFIC ACTIVITIES [Essential (E) / Marginal (M) Functions]

50% (E) Provide clerical assistance to the Personnel Unit. Draft, edit, and proofread cover memos and letters to employees for analyst signatures. Draft formal correspondences to employment applicants as directed by the personnel manager. Type Criminal Offender Record Information (CORI) notification memos for designated Contractor State License Board (CSLB) staff, and update and maintain CORI database. Coordinate staff meetings, by reserving and setting up the meeting space. Draft and disseminate meeting agendas, handouts and meeting minutes. Type detailed reports and log statistical information into database as assigned by the personnel manager **(25%)**.

Format, type, edit materials from hardcopy or electronic format for finalization to ensure documents are free from typos utilizing personal computer, reference materials, directory, following oral and/or written instruction from Administration Division management **(25%)**.

15% (E) Act as the attendance coordinator. Draft email reminders to CSLB attendance coordinators. Collect and distribute the office staff timesheets. Update and maintain office staff leave balances. Reconcile any time keeping discrepancies with the Department of Consumer Affairs (DCA) staff. Photocopy and disseminate Leave Accounting Balance (LAB) reports to CSLB attendance coordinators and assigned personnel analysts. Update and maintain the attendance coordinators list.

15% (E) Process and log payroll warrants. Draft email notices to warrant designees that warrants are ready for pick up. Process incoming mail and distribute to appropriate parties. Input pertinent applicant information from incoming applications such as, name, social security number, easy identifier, phone number, test score, date that application was received and additional comments as needed. Review and redact personal information from employment applications once they have been logged into the personnel database. Create new employee files as needed and maintain existing personnel files, purge old

Position Duty Statement
Office Technician (Typing)
Personnel – Administration Division

employee files in accordance with the retention schedule. Photocopy and maintain personnel hiring packages and separation documents. Act as the initial point of contact for CSLB employees who visit the personnel office. Maintain the personnel sign in/out log. Assist CSLB employee's with inquiries relating to personnel and/or directing them to appropriate persons.

15% (E) Provide clerical assistance to the Business Services Unit, which includes arranging staff meetings; drafting, editing, proofreading and disseminating meeting agendas, handouts and meeting minutes; photocopying, filing, faxing, tracking and coding invoices for payment.

10% (E) Complete various assignments including, filing and photocopying reports, training manuals and other related documents. Maintain office equipment including the photocopy/fax machine, and contact machine vendors when necessary.

5% (M) Maintain and update an inventory of office supplies and order replacements as needed.

B. SUPERVISION RECEIVED

The incumbent reports directly to the Staff Services Manager II, but will receive the majority of daily assignments from the Personnel and Business Services Section Managers.

C. SUPERVISION EXERCISED

None

D. ADMINISTRATIVE RESPONSIBILITY

None

E. PERSONAL CONTACTS

The incumbent will have daily contact with CSLB staff. Contact may include DCA staff and vendors/contractors.

F. ACTIONS AND CONSEQUENCES

Failure to follow all state and departmental policies, procedures, laws and regulations could result in a negative impact to CSLB. Incumbents work will be reviewed by Analysts to avoid negative impact.

G. FUNCTIONAL REQUIREMENTS

The OT will work 40 hours per week in an office setting with artificial light and temperature control. Incumbent must be able to use a personal computer, telephone, copy machine, facsimile, and other standard office equipment. This position requires bending and stooping to retrieve files; walking, occasional light lifting, up to 10 pounds. Must have the ability to evaluate situations and take appropriate professional action. Regular and consistent attendance is required as well as the ability to type 40 WPM.

**Position Duty Statement
Office Technician (Typing)
Personnel – Administration Division**

H. OTHER INFORMATION

As an employee of the Administration Division, this position requires confidentiality and discretion due to the sensitivity of the documents handled.

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 Health & Safety analyst.)

Employee Signature

Date

Printed Name

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

Supervisor Signature

Date

Printed Name

**Revised: 2/2015
Approved: 2/2015 RH**