



<b>DUTY STATEMENT</b>	
<b>Classification:</b> Office Technician (Typing)	<b>Position Number:</b> 835-421-1139-001
<b>Division/Office/Section:</b> DOR/Recycling Program Certification & Registration Branch/Certification Assistance & Review Section	
<b>Location:</b> 801 K Street, Sacramento, CA 95814	<b>Effective Date:</b>
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Supervisor's Name:</b> Debra Kustic	
<b>Collective Bargaining Identifier (CBID):</b> R04	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

**POSITION DESCRIPTION:**

Under general direction of the Recycling Program Manager I, the Office Technician (Typing) performs a variety of the most difficult clerical duties to support to the Program Manager and section staff. The incumbent will formulate simple arithmetic computations, operate common office equipment, develop and modify spreadsheets, evaluate situations accurately and take effective action, and serve as lead clerical for the Section. Incumbent is required to work effectively and professionally communicate with all levels of staff, the public, and program participants.

**ESSENTIAL FUNCTIONS**

- 45%    Serve as lead clerical for the Section. Independently compose, edit, proofread, and type written documents to ensure correct grammar, spelling, and punctuation and consistency with the Department's format, style, and correspondence guidelines. Independently prepare correspondence documents that may be confidential and/or sensitive in nature. Track progress of reports, recommendations, and correspondence through the review and completion process. Exercise a high degree of judgment, originality, and initiative in the timely and accurate completion or submission of correspondence, reports, and other documents. Attend meetings, records meeting minutes and transcribes in a concise, logical, and readable manner for distribution. Apply applicable laws, rules, and Department policies while exercising considerable judgment and independently provide factual/technical information, both orally and in writing, in response to inquiries from members of federal, state, local agencies, program participants, the public, and other stakeholders on a variety of recycling related issues. Refer the more complex issues to professional/managerial staff for resolution.
  
- 20%    Open, sort, date stamp, and distribute incoming mail. Perform mail merges using Microsoft Word and Excel. Send standard, overnight, interoffice, and certified mail. Utilize initiative and independent judgment to review and prioritize correspondence and determine disposition and routing. Make air, car, and hotel reservations. Prepare and process travel claims and advances. Prepare and review timesheets and travel claims for accuracy and completeness, and maintain attendance records. Assist with interview and hiring procedures, and assist Manager and section supervisors in administrative matters. Schedule meetings, prepare agendas, and arrange logistics such as room reservations, video conferencing, teleconferencing, webcasts, and webinars. Prepare agendas and schedule speakers as needed. Maintain inventory, order office supplies, and research and make recommendations on procurement of special items for the Section. Prepare justifications and prepare purchase orders for management approval. Maintain training records and schedule staff for training courses. Maintain and coordinate calendars. Make copies, scan documents, file, and perform other general clerical tasks. Maintain common areas such as those near printers to ensure areas are neat and stocked with supplies as needed.
  
- 15%    Maintain office files, which may include confidential information containing sensitive, confidential, and/or proprietary information. Develop, modify, and manage Excel spreadsheets and simple mathematical computations. Review participant files and audit reports for history of activities and actions. Generate and review technical reports in Discoverer [a program used to extract and manipulate data from the Division of Recycling Integrated Information System (DORIIS)] to identify or clarify participant issues or incomplete information. Request information (e.g., weight tickets, product lists, and invoices) and work with program participants and other stakeholders as needed to obtain

information necessary to validate submitted claims and/or reports. Review and validate accuracy of data entered into DORIIS. Perform errant data removal as directed by technical and analytical staff.

- 15% Develop and maintain procedures manual for section administrative processes and desk manual for clerical functions. Work with manager and other staff as needed to develop and improve existing office procedures and work flows. Ensure section files comply with state records management practices and retention requirements, and maintain and update records retention inventory and schedule. Maintain electronic filing of documents on the shared drive. Create and maintain paper and electronic files, and track the chain of custody of sensitive files. Assemble information packets such as those related to precertification, certification, training, and review. Courier paperwork, laptop computers, and other small items between work location and headquarters building.

**MARGINAL FUNCTIONS**

- 05% Provide functional guidance, training, and assistance to Seasonal Clerks and temporary staff as necessary. Assist Manager with budget tracking and perform other office duties as assigned.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:  <b>Employee Signature:</b>	<b>Date:</b>
I certify that the above accurately represent the duties of the position:  <b>Supervisor Signature:</b>	<b>Date:</b>
<b>PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:</b>	
<b>C&amp;P Analyst:</b>	<b>Date Approved:</b>