



DUTY STATEMENT	
Classification: Office Technician (Typing)	Position Number: 835-428-1139-001
Division/Office/Section: DOR/Recycling Program Certification & Registration Branch/Industry Services Section	
Location: 801 K Street, Sacramento, CA 95814	Effective Date:
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name: Juliet Querol	
Collective Bargaining Identifier (CBID): 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 supervision of the Recycling Specialist III (Supervisory), the Office Technician (Typing) will perform clerical support primarily to the staff and supervisor in the unit. Independently perform the overall more difficult clerical assignments requiring knowledge of the unit's established program policies and procedures. The incumbent will be part of a unit that is responsible for education outreach and registration of beverage companies identified as beverage manufacturers and distributors, required to report and remit payments of applicable California Redemption Value (CRV) and Processing Fees (PF) to the Department. In addition, the unit also performs product determination analysis and review of beverage labels to ensure that CRV beverage products are in compliance with the California Beverage Recycling and Litter Reduction Act and associate regulations.

ESSENTIAL FUNCTIONS

- 35% Independently prepare registration packets and required copies of enclosures for mail out. Perform data entry, administrative or clerical functions such as monitoring of daily attendance of the unit, and type memos, letters, notices and confidential investigative reports. Review draft of outgoing correspondence to ensure accuracy, compliance with established format requirements, narrative content, spelling, grammar, punctuation, correctness, and completeness. Prepare mailing labels for outgoing registration packets including product determination and label review confirmation letters. Scan and upload registration documents and other attachments in the Division of Recycling Integrated Information System (DORIIS).

- 25% Receive and screen incoming mail, telephone calls, visitors and direct highly sensitive and/or complex program inquiries to the appropriate staff or unit. Provide initial assistance to prospective program participants or callers by offering assistance via email, fax transmittal, regular mail copies of the registration questionnaire and printed materials like labeling posters, CRV beverage listing or flier. Respond to inquiries from local agencies, Division staff, and the public as it relates to basic registration, beverage product determination and labeling requirements. Prepare the required Beverage Manufacturers and Distributor registration file folders and turns-over to the Participant Management Unit (PMU) for follow-up call, account maintenance, and monitoring by their designated account representative.

- 15% Schedule meetings or other appointments using Microsoft Outlook calendar. Reserve or schedule room reservations for staff meetings, workshops, or training classes. Record and prepare summary of meeting minutes for historical record, monitor completion of action item(s) and follow-through. Collect and submit timesheets for supervisor's review and signature. Receive and distribute pay stubs or warrants to staff. Prepare and regularly update clerical desk manual of duties and responsibilities and document any changes in work-related processes or procedures.

- 10% Assist in preparing site visit or "drive-by" requests and process completed work including regular mail, Certified First-Class Mail, and ensure that return receipt cards are filed in their respective beverage manufacturer and distributor file folders.

10% Conduct regular inventory of office supplies and prepare office supply requisitions. Prepare purchase orders and submit for supervisor's review and approval. Schedule service requests, maintenance, and repair of office equipment when necessary.

MARGINAL FUNCTIONS

05% Assist when preparing huge volume of mail outs of official notices and letter correspondences to program participants or any special projects requiring clerical support as needed. Provide clerical coverage for the Division or other units as needed.

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