

## STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION <b>Office Technician (Typing)</b>		WORKING TITLE <b>Office Technician/Attendance Coordinator</b>	
UNIT/DISTRICT/LOCATION <b>County-Assessed Properties Division</b>		POSITION NUMBER <b>290-302-1139-004</b>	
SEERA DESIGNATION <b>Rank and File</b>	BARGAINING UNIT <b>04</b>	WORK WEEK GROUP <b>02</b>	CERTIFICATES REQUIRED <b>Typing</b>
FINGERPRINTS REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISION EXERCISED <b>None</b>	

### Job Requirements

#### Knowledge of:

- Division policies and programs.
- Basic functions performed by other Property Taxes Divisions, the elected Board, and county assessors' offices.
- The rules of grammar; modern offices procedures, and office materials.

#### Ability to:

- Apply the above listed knowledge effectively.
- Hear and speak sufficiently to use telephone equipment.
- Work independently.
- Communicate effectively, both verbally and in writing.
- Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.
- Use a variety of office equipment; for example, personal computer, scanner, calculator, copy machine, and fax machine.
- Use databases, spreadsheets, image retrieval, and word processing programs in a PC environment.
- Create and maintain cooperative working relationships.
- Tactfully handle a variety of public and governmental contacts.
- Be flexible and willing to adjust to changing assignments and priorities.
- Work Monday through Friday

## Statement of Position

Under the general direction of a Staff Services Manager I (SSM 1), County-Assessed Properties Division, the Office Technician (Typing) regularly performs a variety of the most difficult typing duties in addition to acting as a receptionist for department. The Office Technician independently performs a variety of clerical and other administrative support duties, and is responsible for performing the duties of an Attendance Coordinator (CAPD and/or SAPD). This position is not eligible for an Alternate Work Schedule.

**Candidate must be able to perform the essential functions (\*) with or without reasonable accommodations.**

### PERCENTAGE OF TIME SPENT

### DUTIES

\*65%

#### Clerical Support Duties

Provides clerical support to Property Tax (PT) staff with a wide variety of word processing tasks including letters, reports, memoranda, statistical reports, and miscellaneous correspondence, using programs such as Microsoft Word, Excel, and PowerPoint.

Answers the main telephone lines on a daily basis at designated times from the public and other governmental entities, responds to inquiries, takes messages, and refers calls to appropriate staff members.

\*30%

#### Attendance Coordinator Duties

Acts as liaison with the Personnel Transactions Section (Personnel) for all personnel related transactions. Responsible for preparing and maintaining documents relating to various personnel transactions; maintaining and updating organizational charts, performance reports, and benefit forms. Assists new employees and other staff in obtaining information for health, dental, and vision benefits. Ensures benefit forms are completed timely and correctly; ensures staff receives open enrollment information and answers questions in relation to general benefit coverage. Processes all *Requests for Personnel Action* via the Electronic Approval Routing System (EARS), works with supervisors in developing the required attachments such as organizational charts, duty statements, and justifications for all position actions. Verifies and documents candidate's eligibility to transfer or promote. Prepares and submits hiring package for clearance by Personnel. Prepares employment forms for new employees and ensures forms are completed accurately and are submitted to Personnel timely. Prepares *Report of Separation* form (GA-328) for submittal to Accounting and Personnel. Independently gathers employee dock time from managers/supervisors. Completes the monthly dock report, and tracks dock information for the division. Reviews *Attendance Summary* forms (BOE-634) to ensure time reporting accuracy and that appropriate signatures are obtained. Researches and reconciles discrepancies and makes corrections to the employees' *Attendance Summary* forms and leave balance records as advised by the Personnel. Coordinates the annual Alternate Work Schedule authorization process. Maintains roster and emergency employee data; produces updated monthly or quarterly reports.

5%

#### Miscellaneous Duties

Processes the mail for the Department.

As necessary, performs other job-related duties to cover the workload.

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*I have read this duty statement and fully understand my assigned duties.*

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EMPLOYEE'S SIGNATURE

DATE

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*I have reviewed these duties with the above named employee.*

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SUPERVISOR'S SIGNATURE

DATE

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\*HRD Approved by JD 2/12/14\*