

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Office Technician (Typing)		WORKING TITLE Office Technician	
UNIT/DISTRICT/LOCATION		POSITION NUMBER	
SEERA DESIGNATION Rank and File	BARGAINING UNIT R04	WORK WEEK GROUP 2	CERTIFICATES REQUIRED Typing Certificate
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED None	

Job Requirements

Knowledge of:

- Organization and functions of the Board of Equalization (BOE) and other State government agencies.
- BOE administrative policies, rules, and regulations.
- Standard computer programs (word processing, spreadsheet, etc.).
- Formatting of business correspondence, including spelling, grammar, and punctuation.
- General office procedures, practices, and equipment.
- Proper phone etiquette

Ability to:

- Effectively and accurately apply the above knowledge.
- Type 40 words per minute.
- Act in a professional and tactful manner.
- Maintain consistent regular attendance.
- Evaluate situations accurately and take effective action.
- Create and maintain cooperative working relationships.
- Communicate effectively, both orally and in writing.
- Maintain confidentiality of personnel and other sensitive material.
- Prioritize and complete multiple tasks in a timely manner.
- Work in a high-rise building.
- Transport boxes or documents of up to 25 pounds and file documents in a standard open shelf file (approx. 6 feet high)

Desirable Qualifications

- Must be flexible and willing to adjust to changing assignments and priorities.
- Excellent organizational and strong interpersonal relationship skills.
- Proficient in using a personal computer, including various software packages such as word processing, spreadsheets, and database programs.

Statement of Position

Under the direction of a Staff Services Manager II, as part of the CROS Project Team, the Office Technician (Typing) performs a variety of the most difficult clerical duties for the Administration Team and provides office support for all of the section staff. Clerical duties include tasks such as typing, mail and document handling, filing and records management, report/document preparation and review, composition of correspondence, oral communications, ordering and maintaining supplies and equipment. The incumbent is expected to consistently exercise a high degree of initiative, independence, and originality in performing their assigned tasks.

Candidate must be able to perform the following essential job functions (*) with or without reasonable accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
60%*	Independently performs a variety of the most difficult clerical duties for the CROS Project Team. Relieves the Principal of routine office details. Coordinates timely distribution of important documents, screens a variety of visitors and telephone calls, sorts and routes incoming correspondence, arranges correspondence for Supervisor's personal reply in order of priority with appropriate background material attached for reference. Reviews, types and edits correspondence, memos, various reports, and project documents for grammar, accuracy, punctuation, and format to ensure adherence to State policies and procedures. Arranges meetings and prepares and distributes meeting packages. Attends meetings in order to record key discussion points and/or assignments. Compiles, transcribes, and distributes meeting notes in order to ensure effective communications within and among project teams. Organizes and maintains confidential personnel and administrative file systems. Maintains chronological file of all correspondence.
15%*	Responsible for ordering general office supplies with project administrator's approval. Maintains accurate purchase documentation log and inventory records of supplies and equipment. Maintains office copiers and printers. Ensures that toner is on hand for all machines. Checks to ensure that each machine has paper and toner.
10%*	Serve as the CROS Project Attendance Coordinator. Duties include: reconcile absence requests with time sheets and maintain time sheet files; complete STD-634's; update rosters; coordinate health benefit documents; research benefit inquires for staff; prepare monthly and quarterly reports relative to staffing; and submit required forms/reports to the Human Resources Division,.
10%*	Assists in maintaining CROS Project's reference files. Researches various topics to determine what information and/or documentation are available to staff and compile such information and documentation.
5%	Performs other job related duties as required.

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

EMPLOYEE'S SIGNATURE

DATE

I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE

DATE

HRD Approved by MG 03/28/14

EPC