

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Office Technician (Typing)		WORKING TITLE Secretary to Division Chief	
UNIT/DISTRICT/LOCATION State-Assessed Properties Division/Sacramento		POSITION NUMBER 290-312-1139-004	
SEERA DESIGNATION R	BARGAINING UNIT 04	WORK WEEK GROUP 2	CERTIFICATES REQUIRED Typing
FINGERPRINTS REQUIRED Y N <input checked="" type="checkbox"/> <input type="checkbox"/>		SUPERVISION EXERCISED None	

Job Requirements

Knowledge of:

- Division policies and programs
- Functions performed by other Property and Special Taxes Department divisions, the Legal Department, other departments within the agency, the elected Board, and county assessors
- Proper English skills, grammar, spelling, and punctuation
- Personal computers, including various software packages such as word processing, spreadsheets and relational database programs for report writing, data analysis and presentations

Ability to:

- Apply the above listed knowledge effectively.
- Type 40 words per minute.
- Hear and speak sufficiently to use telephone equipment.
- Read and write English at a level required for successful job performance.
- Accurately make mathematical computations, edit, and proofread materials.
- Tactfully handle a variety of public and governmental contacts.
- Use a typewriter, personal computer, photocopy machine, FAX, and other office equipment.
- Work independently.
- Perform minor administrative assignments.
- Maintain confidentiality of personnel matters and other sensitive issues.
- Apply regulations relating to personnel transaction matters.
- Be flexible and adjust to changing assignments and shifting workload priorities, and able to meet deadlines.
- Apply a high degree of initiative and organizational skills.
- Use good judgment.
- Sit for long periods of time, to stand, bend, and lift for filing.
- Communicate effectively, both orally and in writing.
- Analyze situations accurately and take effective action.

Office Technician (Typing) 290-312-1139-004

Statement of Position

Under the supervision and the general direction of the Chief, Valuation Division, the division Office Technician (Typing)/Secretary independently performs a variety of secretarial and other administrative support duties. These duties require strong organizational skills, a high degree of accuracy, initiative, independence, and confidentiality. The incumbent prepares memos, edits documents for accuracy, performs word processing tasks and handles correspondence. In addition, this position tracks assignments and conducts follow up. The division Office Technician (Typing)/Secretary also maintains the division's subject files and documents containing sensitive and confidential matters.

Candidate must be able to perform the following essential job functions with or without reasonable accommodations.

PERCENTAGE OF TIME SPENT	DUTIES
*35%	<p>Performs clerical duties for division chief; performs a wide variety of word processing tasks, including letters, reports, memoranda, statistical reports, budgets, administrative documents, and miscellaneous correspondence, using programs such as Microsoft Word, Excel, Access, etc. in a Windows environment; tracks assignments and conducts follow up; schedules meetings and maintains calendar of meetings for division chief.</p> <p>Oversee and maintain record retention. Coordinate filing efforts with staff. Maintains the division's Assessee files, chronological files, legislative bill files, etc.; maintains updates and develops changes to files as needed; maintains sensitive confidential records and files. Screens, prioritizes, and distributes incoming division correspondence and material to appropriate staff members for handling; tracks status of correspondence requiring action or reply and monitors deadlines. Proofreads all correspondence and reports for the Chief's signature</p>
*25%	<p>Provides administrative support to the Chief in ensuring that all preparation work for each Board meeting is completed timely, which includes, tracking all items scheduled for future Board meetings, setting up key date reminders for each Board meeting, reminding staff of upcoming projects and timeframes, tracking due dates for each project, and keeping the Chief informed of the status of each project.</p>
*20%	<p>Handles a variety of visitors and telephone calls; refers visitors or calls to appropriate staff; provides general information; handles travel arrangements for division management.</p> <p>Performs other miscellaneous related clerical duties including but not limited to: scanning documents into records retention files, tracking division subscription requests, tracking division supply requests, tracking division travel expenses, assisting staff with identification badge issues, reporting building maintenance problems to Facility Management Division, and dealing with Administrative Support Division on service requests.</p>
*15%	<p>Performs proofreading, compilation, reproduction, and distribution of Appraisal Data Reports (ADRs) to Board Members and their staffs. Prepares written responses to extension requests from state assessees for extension of time to file the Property Statement.</p>
5%	<p>Performs other duties as required.</p>

***Essential Job Function – This job duty is essential in the performance of a Office Technician (Typing)**

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