

# DUTY STATEMENT

SCHEDULE TO BE WORKED/WORKING HOURS <b>Monday through Friday 8:00 am - 5:00 pm</b>		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION <b>Office Technician (Typing)</b>		WORKING TITLE <b>Attendance Coordinator</b>	
DEPARTMENT/DIVISION/DISTRICT/UNIT <b>County-Assessed Properties Division</b>		SPECIFIC LOCATION ASSIGNED TO <b>Sacramento</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	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED <b>None</b>	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) <b>290-302-1139-004</b>	

*The mission of the State Board of Equalization is to serve the public through fair, effective and efficient tax administration.*

**POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

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

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

PERCENTAGE OF TIME SPENT	DUTIES
65%	<p><b><u>ESSENTIAL JOB FUNCTIONS</u></b></p> <p>Provides clerical support to Property Tax 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.</p> <p>Answers the main telephone lines on a daily basis at designated times from the public and other government entities, responds to inquiries, takes messages, and refers calls to appropriate staff members.</p>
30%	<p>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 (BOE-628) form 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 (GA-328) form 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 (BOE-634) forms to ensure time reporting accuracy and the appropriate signatures 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 (BOE-214) form authorization process. Maintains roster and emergency employee data; produces updated monthly or quarterly reports.</p>
5%	<p><b><u>MARGINAL JOB FUNCTIONS</u></b></p> <p>Processes the mail for the department.</p> <p>As necessary, performs other job-related duties to cover the workload.</p>

**WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):**

Work Environment:

- Work independently.
- Communicate effectively, both verbally and in writing.
- Create and maintain cooperative working relationships.
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Physical Abilities:

- Accurately type at a speed of no less than 40 words per minute from ordinary manuscript or printed or typewritten material.
- Use a variety of office equipment; for example, personnel computer, scanner, calculator, copy machine, and fax machine.
- Use databases, spreadsheets, image retrieval, and word processing programs in a PC environment.
- Be flexible and willing to adjust to changing assignments and priorities.
- Work Monday through Friday.

Additional Requirements/Expectations:

- Tactfully handle a variety of public and governmental contacts.
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***I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.***

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
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***I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.***

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
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<b>HRD Approval date:</b>	<b>C&amp;P Analyst Initials:</b>
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