

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Office Technician (Typing)		WORKING TITLE Secretary	
UNIT/DISTRICT/LOCATION Employee Services Branch		POSITION NUMBER 290-331-1139-001	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 04	WORK WEEK GROUP 2	CERTIFICATES REQUIRED Typing Certificate
FIGNER PRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED	

Job Requirements

Knowledge of:

- Organization of the Board of Equalization
- Departmental administrative policies and procedures
- Personal Computer Software Excel, Access, Microsoft Word and Calendar Creator
- Correct grammar and punctuation
- Telephone etiquette
- Office operations

Ability to:

- Maintain confidentiality of information and records
- Create and maintain positive working relationships
- Manage multiple and/or changing priorities in a heavy work load situation, follow through, and ensure deadlines are met
- Use good judgment, communicate effectively (both orally and in writing), and interact professionally with all levels of management, staff and the public
- Accurately proofread material for correct spelling, grammar and arithmetic computation, and compliance with departmental policies and procedures
- Accurately type at a minimum speed of 40 words per minute
- Follow oral and written instructions
- Read and write English at a level required for successful job performance
- Evaluate situations accurately and take effective action
- Willingness to work occasional overtime
- Use a telephone, typewriter, personal computer, photocopy machine, fax machine and other office equipment to accomplish work assignments
- Work in a high rise building

Desirable Qualifications

- A demonstrated interest in assuming increasing responsibility
- Flexibility and willingness to adjust to changing assignments and priorities

Statement of Position

Under general direction of the Assistant Division Chief (ADC), the Office Technician exercises a high degree of initiative, independence, and originality in providing a wide range of administrative support to the ADC and the Employee Services Branch (ESB). The incumbent independently performs difficult clerical work; maintains sensitive confidential records and files; tracks assignments and conducts follow up to ensure due dates are met; prepares memos and responds to routine correspondence independently, reviews and routes incoming mail.

PERCENTAGE OF TIME SPENT	DUTIES
45%	Screen and prioritize the mail, schedule meetings, maintain the daily schedule/calendar for the ADC. Prepare, type, proof, format, edit and make grammatical corrections to draft circulars and bulletins, and other ESB correspondence, and documents and reports generated by the ADC and staff within the branch. Log and track ESB assignments. Order office supplies through completion of BOE 287 process, monitor and maintain supply area, maintain inventory of equipment property for the Division. Responsible for the 25 Year Service Award and Retirement Awards program. Prepare/type notification memoranda to staff of eligibility for award and provide selections. Prepare/type BOE 287 to place orders for appropriate award period. Perform other related secretarial duties to support the ADC and other staff.
35%	Develop, design and maintain a Branch assignment tracking system to ensure timely completion of correspondence and work assignments. Maintain a log for 287 forms for supply orders for tracking purposes and a separate log for the service and retirement awards. Arrange for survey of equipment by completing appropriate forms. Tracking all incoming computer, printers, and miscellaneous equipment for property inventory, ensuring all new equipment is appropriately tagged.
20%	Provide support and assistance to the ESB staff as needed. Reserve conferences rooms as needed. Update Outlook groups on a quarterly basis. In the absence of the front desk receptionist, may serve as receptionist.

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