

## STATE BOARD OF EQUALIZATION DUTY STATEMENT

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

### 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. 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; serves as Attendance Coordinator, coordinates HRD's bulletin and circular system, prepares memos and responds to routine correspondence independently, reviews and routes incoming mail.

PERCENTAGE OF TIME SPENT	DUTIES
45%	*Prepare, type, proof, format, edit and make grammatical corrections to circulars and bulletins, and other HRD correspondence, and documents and reports generated by the ADC and staff within the branch. Screen and prioritize the mail, schedule meetings, maintain the daily schedule/calendar for the ADC. Order office supplies, as needed, for the Division. 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. Establish and maintain confidential and administrative files. Develop computer applications for forms needed to streamline procedures.
20%	Provide support and assistance to the ESB staff as needed. In the absence of the front desk receptionist, may serve as receptionist.

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

EMPLOYEE'S SIGNATURE

DATE

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

SUPERVISOR'S SIGNATURE

DATE