

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Office Technician (General)		WORKING TITLE Office Technician (General)	
UNIT/DISTRICT/LOCATION County-Assessed Properties Division		POSITION NUMBER 290-302-1138-001	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 04	WORK WEEK GROUP 02	CERTIFICATES REQUIRED None
FINGERPRINTS REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISION EXERCISED None	

Job Requirements

Knowledge of:

- Division policies and programs.
- Basic functions performed by other Property Taxes Divisions, the elected Board, and county assessors' offices.
- The rules of grammar; modern offices procedures, and office materials.

Ability to:

- Apply the above listed knowledge effectively.
- Hear and speak sufficiently to use telephone equipment.
- Work independently.
- Communicate effectively, both verbally and in writing.
- Use a variety of office equipment; for example, personal computer, scanner, calculator, copy machine, and fax machine.
- Use databases, spreadsheets, image retrieval, and word processing programs in a PC environment.
- Create and maintain cooperative working relationships.
- Tactfully handle a variety of public and governmental contacts.
- Be flexible and willing to adjust to changing assignments and priorities.
- Work Monday through Friday

Statement of Position

Under the general direction of a Staff Services Manager I (SSM 1), County-Assessed Properties Division, the Office Technician (General) acts as a receptionist for department. The Office Technician independently performs a variety of clerical and other administrative support duties. This position is not eligible for an Alternate Work Schedule.

PERCENTAGE OF
TIME SPENT

DUTIES

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

*75%

Clerical Support Duties

Performs a variety of general office functions, e.g.; open, date stamp, screen, log, and route incoming mail to appropriate staff members; process outgoing mail, including proofreading, review for quality, make necessary copies, and route appropriately.

Answers the main telephone lines on a daily basis at designated times from the public and other governmental entities, responds to inquiries, take messages, and refers calls to appropriate staff members.

Maintain Departmental files.

*20%

Provides clerical support to Property Tax (PT) 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.

Miscellaneous Duties

5%

As necessary, performs other job-related duties to cover the workload.

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
