STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

GS 907T (REV. 08/01)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.	RPA- **11734 - FMD**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Division	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED FMD Headquarters	CLASS TITLE Office Technician (Typing)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 707-3rd Street, 3rd Floor, West Sacramento
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-100-1139-925

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Facilities Management Division (FMD) Administration Section Chief, Staff Services Manager III, the incumbent is responsible for general office work that requires a high degree of initiative, independence and originality to provide organizational, logistical and administrative support to the FMD Administrative Chief and Administrative Sections, which include Contracts, Fiscal, Training and Human Resources/Personnel Liaisons. The incumbent will also provide support to FMD Deputy Directors as needed.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
35%	*The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.* To ensure the proper policies and procedures are being followed, the following work will be performed In accordance with the principles and guidelines of the DGS and SAM Manuals, the FMD strategic plan, the guidance of the FMD headquarters office/staff, DGS' OFS and OHR. The combination of general office duties include, but are not limited to, typing, mail and document handling, filing and records management, document preparation and review, statistical and other record keeping, ordering and maintaining supplies and equipment. **ESSENTIAL FUNCTIONS** In order to provide clerical support for the FMD/HQ staff, the incumbent demonstrates initiative, good customer service, independence and originality in performing assigned duties using communication devices, business equipment, various mail services, and record logs in accordance with DGS or FMD procedures/guidelines: • Provides administrative support which includes scanning, faxing and copying documents as needed. • Assists with printing, filing, addressing, and sending out notices. • Maintains files and correspondence for all FMD headquarter managers. • Complies and assembles materials in support of meetings and reports. • Formats, proofreads, and corrects grammar/spelling/punctuation for correspondence. • Assists the FMD Administration Section Chief with setting up an administrative filing system, which includes electronic and hard copy. • Distributes all employee notices, posts job bulletins, and routes other operations documents utilizing Microsoft Outlook, inter-office mail, messenger services and personal delivery.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

DUTY STATEMENT

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	• Schedules meetings and arranges conference room reservations. • Opens, sorts, date stamps, and distribute incoming FMD headquarter mail to appropriate staff and/or FMD Sections utilizing effective communication skills, desk procedures, organizational charts, and distribution lists. • Assists FMD Section Managers with special assignments and projects received through various mediums including email, SharePoint, database, and spreadsheets. • Attends meetings with the FMD Admin chief to ensure efficiency and receives updates on processes. • Ensures appropriate documents are available for meetings; type agendas and meeting minutes. • Finalizes correspondence, memos, and reports using Outlook, Microsoft Word or Excel spreadsheets, as needed. • Implement and disseminate all new procedures to FMD management and HQ staff as necessary.
20%	In order to effectively assist the two FMD Assistant Deputy Directors with general administrative support the incumbent: • Schedules meetings and arranges conference room reservations. • Maintain sensitive and confidential correspondence. • Compiles and assembles materials and correspondence. • Prepares office statistical reports and other monthly summary reports.
25%	In order to best accommodate travel, in conjunction with travel/booking agents as required, in accordance with DGS policies and guidelines: • Coordinates travel accommodations for FMD headquarters personnel, ensuring travel and lodging accommodations are reserved and confirmed. • Prepares travel expense claim forms FMD/HQ staff using computer generated forms and information from receipts provided by the FMD staff. • Point of contact between Office of Fiscal Services (OFS) and staff on resolving Travel Expense Claim issues.
10%	In order to maintain an inventory of necessary office supplies as requested by FMD Headquarters staff, according to DGS/FMD procedures and guidelines: • Maintains office supplies, refills when necessary, and organizes and arranges the supplies as necessary to ensure a tidy appearance. • Obtains approvals necessary to place orders. • Places orders for necessary office supplies to approved vendors.
5%	In order to maintain accurate time accounting reporting, assists the FMD attendance clerk and works with the State Controller's Office (SCO) for issuance of correct payroll warrants of staff's time or accurate reporting to the Office of Fiscal Services (OFS) for the billing services using data based systems in accordance with DGS policies and guidelines, MOU provision and CalHR or DPA laws and rules.
5%	**MARGINAL FUNCTIONS** In order to ensure operation of the office year-round, in accordance with FMD procedures and guidelines, and using communication equipment, common sense, and computer software as necessary: • Researches, develops, and oversees the establishment of office organization and/or procedures. • Takes physical inventory of office equipment and maintains an inventory database. • Coordinates annual equipment inventory and surplus property. • Ensures all office equipment is maintained for functionality.
	KNOWLEDGE AND ABILITIES ***Knowledge of:*** Modern office methods, supplies and equipment; business English and correspondence; principles of effective training. ***Ability to:*** Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance. **SPECIAL REQUIREMENT** ***Ability to:*** Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material. **SPECIAL PERSONAL CHARACTERISTIC** A demonstrated interest in assuming increasing responsibility. **ADDITIONAL DESIRABLE QUALIFICATIONS** • Exhibit professional working manner and ability to deal tactfully and effectively in a busy office environment. • Display mature judgment, loyalty, poise, tact and discretion. • Excellent organizational and memory skills. • Good attendance record and history of punctuality required. • Use initiative and work independently. • Establish and maintain cooperative working relationships. • Perform at a level that requires rare review and oversight. • Ability to use resources and working tools effectively. • Perform difficult clerical work in a busy environment or under pressure of time constraints. • Computer software programs with particular reference to MS Office. Learn new software applications. • Business math particularly for completing accurate arithmetical computations. • Ability to organize, set priorities and handle changing priorities. • Operate a calculator by touch. • May require a valid California Driver's License, Class C to drive self from one job site to another. • Education equivalent to completion of the twelfth grade. **INTERPERSONAL SKILLS** • Efficiency, conscientiousness and professionalism. • Good public and fellow-employee interaction skills. **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:** **Work Environment** • Office environment. • Business dress according to current policy. • Daily and frequent use of personal computer and a variety of office software applications at a workstation. • May require working in other FMD facilities. **Physical Abilities** • Move about, stand, reach, stoop or bend. • Ability to use fine motor skills for computer or office machine use. **Mental Abilities** • Read, write and speak in a clear and concise manner. • Work involves multiple tasks and deadlines.