

DUTY STATEMENT

GS 907T (REV. 03/03)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Preparation and Construction Manual for InstructionsRPA-
11482-OBAS

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Office of Business and Acquisition Services (OBAS)	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Business Services Section/West Sacramento	3. CLASS TITLE Office Technician (T)
4. WORKING HOURS/SCHEDULE TO BE WORKED 7 a.m. to 4 p.m.	5. SPECIFIC LOCATION ASSIGNED TO 707 3 rd Street, Basement
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-030-1139-925

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.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Staff Services Manager I, the Office Technician (Typing) will perform a wide variety of duties which will improve and be accountable for customer satisfaction and quality service, and will initiate or recommend changes that promote innovative solutions to meet customer needs.

9. Percentage of time performing duties	10. 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. <i>(Use additional sheet if necessary)</i>
35%	<p>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.</p> <p>ESSENTIAL FUNCTIONS</p> <p>To ensure the proper policies and procedures are being followed, the following work will be performed in accordance with the Department of General Services (DGS), Administration Division (AD), Office of Business and Acquisition Services' (OBAS), Business Services Section (BSS) utilizing departmental manuals, policies, procedures, Management Memos, Administrative Orders, and office procedures using Microsoft Applications.</p> <p>PROPERTY ASSET DATA ENTRY</p> <p>The incumbent will be responsible for entering property tag number, serial number, and any relevant data into the FISCAL Asset Management module for all property received by DGS offices statewide that require a property tag. The OT will work closely with and take direction from the DGS Property Inventory Management Program Administrator on proper entry of Asset Management records and necessary data criteria for each asset type. Stock Received Report information will be submitted to OBAS from PSAS. The incumbent will:</p>

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. 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 to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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10%	<p>ESSENTIAL FUNCTIONS, OBAS REQUISITIONER, continued</p> <ul style="list-style-type: none"> ○ Provide detailed purchase information on each item being procured by researching item(s) being procured including billing codes, account codes, etc. ○ Calculate item(s) purchased and number of items (including tax and other charges) ○ Coordinate with ETS to ensure all product specs are accurate and verified ○ Identify and obtain all IT approvals ○ Submit completed IT package to ETS ● If Non-IT: <ul style="list-style-type: none"> ○ Independently review request to ensure accurate information is provided ○ Create a Requisition (an on-line form) by utilizing ABMS ○ Provide detailed purchase information on each item being procured by researching item(s) being procured including billing codes, account codes, etc ○ Decipher requests to ensure department is not over purchasing by communicating with the program ○ Obtain all required OBAS management approvals ● Provide detailed calculated costs to the program in order for them to budget the dollars procured ● Communicate with the program to ensure goods and or services are received ● Fill out a Form GS-6 if the purchase is a good over \$5,000 <p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> ● Provide administrative support to the FI\$Cal Unit ● Attend various meetings and training classes, as necessary, for job duties in addition to or in the place of other employees ● Assist in the completion of any BSS' critical tasks as directed by the SSMI or SSMII when other staff are not available <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.</p> <p>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 the public; apply specific laws, rules and office policies and procedures; prepare <i>correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.</i></p> <p>DESIRABLE QUALIFICATIONS</p> <p>Proficiency with various Microsoft Office software applications and ability to learn new software</p>

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	<p>DESIRIBLE QUALIFICATIONS, continued</p> <p>applications and databases Communicate effectively, both verbally and in writing Prepare clear and comprehensive reports independently upon request Work effectively in a team environment Establish and maintain positive cooperative working relationships Evaluate situations accurately and take effective action Learn and apply specific laws, rules and office policies and procedures Use resources and working tools effectively Excellent customer service Excellent organizational skills Effectively handle stress and meet deadlines</p> <p>ADDITIONAL QUALIFICATIONS Good attendance record and history of punctuality Use initiative, and ability to work independently</p> <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES Work Environment: Frequent daily use of a personal computer and related software Daily use of the telephone Daily contact with customers Fast-paced office environment with frequent deadlines Willingness to deal with change and thrive in any environment Patience and professional demeanor in dealing with the public, in person and on the phone Requires ability to deal effectively and professionally with difficult customers</p> <p>Physical Abilities: Move about, stand, reach, stoop and bend Ability to use fine motor skills for computer or office machine use Ability to lift up to 30 pounds</p> <p>Mental Abilities: Read, write and speak in a clear and concise manner Exercise good judgment and common sense on a daily basis Ability to successfully multi-task in a busy office environment</p>

