

DUTY STATEMENT

GS 907T (REV. 03/05)

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-

11417-PROC

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement		POSITION NUMBER (Agency - Unit - Class - Serial)	
UNIT NAME AND CITY LOCATED Contracts Unit 1 – West Sacramento		CLASS TITLE Office Technician (Typing)	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m. Mandatory		SPECIFIC LOCATION ASSIGNED TO 707 3 rd Street, West Sacramento	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-504-1139-026	
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 Senior Electronic Data Processing (EDP) Acquisition Supervisor, the incumbent is responsible for complex clerical and technical support for the Contracts Unit.			
% 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)			
<p><i>The Department of General Services' (GDS) 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.</i></p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to provide clerical and technical support and assist the Contracts Unit staff with the administration of contracts in accordance with the DGS Correspondence Style and Format Guide, and established office guidelines using various office equipment, as directed by the Senior EDP Acquisitions Supervisor or assigned contract manager, the incumbent will:</p>			
30%	<ul style="list-style-type: none"> Review monthly/quarterly usage reports and inputs required data into an Excel spreadsheet in order to facilitate savings tracking and provide contract manager usage reports as needed. Monitor and track supplier performance by maintaining metrics that the supplier performance can be measured against and provide a report of supplier performance or service issues to the contract manager as needed. Compile, reproduce and distribute contracts and related addendum to customer agencies and contractors 		
25%	<p>In order to assist the Contracts Administrator:</p> <ul style="list-style-type: none"> Revise contract reports and spreadsheets submitted by the Contracts Administrator and send to the Intake and Analysis Unit. Notify contract managers once contract specific information is disseminated to customer agencies and suppliers and process is complete. 		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print) Steve Casarez		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

GS 907T (REV. 03/05)

RPA 11417 PROC

% 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. <i>(Use additional sheet if necessary)</i>
	ESSENTIAL FUNCTIONS continued
25%	<p>In order to assist the Contract Manager:</p> <ul style="list-style-type: none"> • Review supplier pricing and tracking of supplier rebates for accuracy by reviewing cost indexes and spend data. • Track and monitor state savings by comparing current spend data to usage reports and create spreadsheets (generated by Excel or comparable) for the contract manager on a quarterly or as needed basis.
10%	<p>In order to provide good customer assistance and service, respond to general inquiries from the business community and client agencies using good judgment and professional telephone etiquette, in accordance with office procedures and guidelines or as directed by the Senior EDP Acquisition Supervisor, the incumbent will:</p> <ul style="list-style-type: none"> • Provide primary backup assistance to PD Front Desk. • Answer telephones, screen and direct calls to appropriate analyst or manager for immediate assistance. • Respond to customer inquiries via telephone utilizing Sharepoint database information and provide general contract information as requested. • Provide customer assistance and training in utilizing the DGS web page for all contracting related information. • Maintain log of visitors and telephone calls for documentation purposes and future reference.
5%	<p>In order to conduct bid readings in accordance with PD policies and procedures, the incumbent will:</p> <ul style="list-style-type: none"> • Review procurement databases for upcoming bids to prepare for bid readings. • Maintain and secure all bids in preparation for bid readings. • Coordinate the bid reading with assigned buying staff. • Conduct bid reading on those bids that were by the due date and time identified in the bid document. • Return all bids to appropriate buying staff to complete the procurement process.
5%	<p>In order to process incoming and outgoing mail in accordance with office procedures and guidelines, the incumbent will:</p> <ul style="list-style-type: none"> • Process all incoming mail on a daily basis by manually opening, date stamping using the automatic date stamp machine, and distributing to appropriate staff. • Receive incoming facsimiles and distributes to appropriate staff. • Review and post bidder information received from suppliers via incoming U.S. mail and facsimiles into the Mail Log Database. • Prioritize, sort and distribute incoming U.S. mail.
	<p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • Coordinate with PD units Records Management duties as needed • Maintain proper inventory of office supplies. On a monthly basis check stock shelves and supply requisitions from office staff to maintain and replenish supplies by placing orders to the DGS/Business Services Section. • To ensure a quality printed product, maintain copiers, printers, and fax machines by ordering from DGS/Business Services Section and replacing paper and cartridges and toner materials as required following manufacturer instructions.

DUTY STATEMENT

GS 907T (REV. 03/05)

RPA 11417 PROC

% 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. <i>(Use additional sheet if necessary)</i>
	<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 correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.</p> <p>SPECIAL REQUIREMENT - OFFICE TECHNICIAN (TYPING) Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Desire to learn and work in a team environment • Ability to enter data into a computer database with a high degree of accuracy • Maintain good attendance • Willing and able to accept increasing responsibilities • Possess good written and oral communication skills <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Dependable; responsible; positive attitude. • Display mature judgment, tact and discretion in all matters • Willingness to accept challenges, handle multiple projects simultaneously. • Excellent customer service skills • Ability to effectively handle stress and deadlines. <p>ADDITIONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> • Ability to organize, set priorities and work independently • Ability to handle telephone calls professionally and with good judgment <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Demonstrate conscientiousness and professionalism in the work environment <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Professional office environment, appropriate business attire required • Function effectively in an automated environment • Daily use of phone, fax, copiers and general office and communication equipment. • Occasional use of laptop computer. • Frequent use of computer and related software applications and the Internet at a workstation. • Sitting in a seated position for extended periods of time • Use of a hand cart to transport documents and/or equipment up to 15-20 lbs., i.e. laptop computer, files, reference manuals, solicitation documents, etc.