

JOB DESCRIPTION AND POSITION CLASSIFICATION

DC 525 (2-PAGE) (REV. 01/10)

CLASSIFICATION Office Technician (Typing)		POSITION NUMBER 531-100-1139-xxx	MCR 1	RPA # SSJDC-014
APPOINTEE Vacant	EFFECTIVE DATE	DIVISION/SECTION Sacramento-San Joaquin Delta Conservancy		
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: R04				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Jessica O'Connor	SUPERVISOR'S CLASSIFICATION Staff Services Manager I	
APPROVED BY (Personnel Analyst's Name)			DATE	

ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.

POSITION SUMMARY

Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting:

Under general direction of the Staff Services Manager I, Administration, the Office Technician (Typing) in the Delta Conservancy provides support to the Executive Officer and Deputy Executive Officer, performing a variety of office work and secretarial support; relieves the Executive staff of a variety of important administrative and office details.

DESCRIPTION OF DUTIES

Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.
	Essential Functions
35%	Coordinate the office workload including office services, meeting planning, and inventory of office supplies on a weekly basis, and in a proactive manner, maintain supply needs. Direct the flow of mail by opening, sorting, and logging the mail items. Draft and type correspondence for the Executive and Management staff signature's as directed. Review all outgoing correspondence for accuracy, grammar, and program format prior to the Executive and Management staff's signature.
35%	Handles the receiving for office supply orders and distributes office supplies accordingly. Maintain logs for tracking invoices and goods received. Provide distribution, duplication, and organization of contractual, financial, and program files and keeps documentation appropriately as well as other confidential filing —both electronic and paper filing. Provide critical data entry to various systems including Fi\$Cal including reporting and research. Work cooperatively as the liaison between the Conservancy and DGS to coordinate payment processing for all invoices. Provide occasional recruitment support to management by organizing and assembling various recruitment documents. Provide assistance periodically to program staff.
20%	Gather data and prepare easy to read charts, graphs, spreadsheets, and reports for management as needed. Provide delivery services as necessary to various state agencies such as Department of General Services, etc. Provide changes or updates as directed to procedures and manuals in the department.
5%	Assist with preparation of the Board meeting and meeting materials (agendas, budgets, and staff reports), to include photocopying, printing, stapling, and collating. Schedule the Conservancy's conference room, and provide backup to the Board Liaison at Board meetings with meeting minutes and Board member roll call as needed.
5%	Maintain organization of equipment, furniture, and cabinet supplies in the conference room and the copy and supply room. Contacts Information Technology department (IT) or appropriate vendors for

equipment repairs as needed in the office. Contacts property management staff when building issues arise, i.e. heating and cooling issues, lighting needs, janitorial issues and building, suite or office repairs and ensure issues are resolved.

Greets and directs visitors, provides information and assistance to the public. Answer and screen telephone calls and respond to inquiries and questions with standard information about the Conservancy. Exercises discretion in directing calls. Take telephone messages, and coordinate with program staff to refer callers to the appropriate staff member.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Jessica O'Connor	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.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE ➤	DATE

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	<p>Desirable Attributes, Experience, and Qualifications</p> <ul style="list-style-type: none"> • Handle changing priorities, establish and maintain cooperative working relationships with an interdisciplinary, interagency staff team, officials and technical experts from state and federal agencies, consultants, stakeholder groups, and the public. • Must be able to independently analyze problems and take effective action. • Handle sensitive and confidential assignments with tact and diplomacy. • Ability to work cooperatively with a small team. • Work under pressure and time constraints. • Communicate effectively. • Experience in administratively supporting state boards and commissions. • Ability to use Microsoft Office Suite products, including: Outlook e-mail/calendars, Word, Excel and PowerPoint. • Maintain consistent and regular attendance. <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)</p> <p>Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material. Certificate must be provided with application packet or at the interview.</p>		