



EMPLOYMENT OPPORTUNITY

1. RPA #	9570 – OHR
ANALYST'S INITIALS	
DATE	

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Office Technician (Typing)	POSITION NUMBERS 306-271-1139-XXX	TENURE Permanent	TIME BASE Full Time	CBID R04
OFFICE OF Human Resources (OHR)	LOCATION OF POSITION (CITY or COUNTY) West Sacramento, Yolo County			MONTHLY SALARY \$2,740-\$3429
SEND APPLICATION TO: Office of Human Resources Personnel Operations 707 3rd Street, Suite 7-130 West Sacramento, CA 95605 Attn: Eagen Patterson	REPORTING LOCATION OF POSITION 707 Third Street, 1st Floor, West Sacramento 95605			
	SHIFT AND WORKING HOURS Days – 8:00 am to 5:00 pm			
	WORKING DAYS, SCHEDULED DAYS OFF Monday through Friday, DAYS OFF: Sat/Sun			
	PUBLIC PHONE NUMBER (916) 371-2453	PUBLIC PHONE NUMBER		
SUPERVISED BY AND CLASS TITLE Chief, Office of Human Resources			FILE BY 04/29/2015	

This is a re-advertisement, if you have already applied for this position, you do not need to reapply

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.

ESSENTIAL FUNCTIONS OVERVIEW

Under the general supervision of the Chief of Human Resources, the incumbent independently performs various complex clerical functions such as preparing and typing a wide variety of correspondence, memoranda, reports and spreadsheets; initiating all OHR Requests for Personnel Action; posting all DGS Job Opportunity Bulletins; liaison with the Business Services Office and floor coordinator for the Ziggurat Emergency Response Team.

[View the Duty Statement.](#)

DESIRABLE QUALIFICATIONS

- Highly motivated individual who enjoys challenges and working in a fast paced, professional environment.
- Possess excellent work habits and ability to work independently and as a team member.
- Excellent verbal and written communication skills.
- Excellent attendance and dependability.
- Ability to use tact and good judgment.
- Strong organizational skills and a commitment to providing quality customer service.
- Demonstrated ability to work with and gain and maintain the confidence and trust of all levels of staff and management.
- Proficient PC skills, especially in Excel and Word, as well as knowledge of VISIO.
- Flexibility in dealing with changing priorities and assignments

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ADDITIONAL QUALIFICATIONS

- Ability to type at a speed of not less than 40 net words per minute from ordinary manuscript or printed/typewritten material.

SPECIAL PERSONAL CHARACTERISTICS

- Ability to be flexible, receive and follow directions from managers, supervisors.
- Ability to provide solutions to managers and supervisors.
- Maintain required work schedule and follow office rules.
- Gain and maintain the confidence and cooperation of management and clients.
- Demonstrate mature judgment; tact and discretion; remain professional and calm in all situations and have respect for self and others.
- Ability to perform duties independently and with the highest level of expertise.
- Ability to focus on work and details without being distracted.
- Ability to read and write English at a level required for successful completion of assignments.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Anticipate and identify problems and their causes; develop potential solutions or improvements using rational and logical processes or innovative and creative approaches.
- Organize and structure work for effective performance; plan and adjust priorities as conditions change.
- Express written information clearly, and accurately and in an organized manner.
- Effectively handle stress and deadlines in a fast paced environment.
- Prepare and/or move boxes and/or information for archiving purposes

SELECTION CRITERIA

- SROA/Surplus employees are encouraged to apply and will be considered prior to other recruitment methods.
- Transfers, reinstatements, or recruitment from the employment list may be considered.

NOTE: All applicants must meet the minimum qualifications for the classification in order to be eligible for appointment or transfer to the position. Your application must clearly demonstrate how your experience meets those qualifications. To view the minimum qualifications listed in the Class Specification, click below:

[Office Assistant/Technician Consolidated Series Minimum Qualifications](#)

- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

HOW TO APPLY

If interested, please submit a completed standard State application (Std. 678), a copy of your test results, And a copy of your typing certificate to the address and contact listed on this bulletin. Emailed applications will not be accepted. Do not include page 5 of the application.

Please include RPA #9570 and indicate your eligibility on your application.