

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Office Technician (General)	OFFICE/BRANCH/SECTION District 1/Administration/Administrative Services	
WORKING TITLE District Carpool/Cashier	POSITION NUMBER 901-001-1138-XXX	EFFECTIVE DATE October 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the supervision of the Administrative Services Chief, Staff Services Manager 1, the incumbent performs a variety of clerical jobs for District 1 Administration, which includes District 1 Automotive Pool; Cashiering duties; Receiving Deliveries; serve as backup for Reception, Business Services, and Mailroom; while maintaining cooperative working relationships with both internal and external customers. A valid California Driver's License is required. Incumbent is expected to exercise a high degree of initiative, independence and originality in performing assignment tasks. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M)1	
30% E	Automotive Pool - manage vehicle pool assignments to equalize usage. Responsible for the dispatch of vehicles; control of the fuel credit cards and vehicle keys; process pre-operation check sheets and preventative maintenance records; arrange for needed vehicle service and/or repairs; re-audit equipment usage reports and make corrections when needed; ensure vehicles contain safety equipment (i.e. hard hats, vests, rotating lights, and other necessary equipment); and comply with parking regulations in the District Office lots. Occasionally drive vehicles through car wash or fill up with gasoline. Assist North Region with the control of their Construction Fleet.
30% E	Cashiering - Receives over-the-counter cash and checks, and writes receipts; prepares manual Register of Cash Received (form FA-0585) and manual Cash State Reports (form FA-0185); prepares deposit slips; forwards manual Cash State Reports, deposit slips and all documentation to HQ Cashiering by overnight courier; reviews and initials manual Cash State Reports and has deposit slips reviewed by a second party. Monitors and ensures annual update of Home Storage Permits. Distributes TEC, travel and salary advance checks. Sorts and distributes payroll and overtime warrants. Represents the department at RIW auctions and coordinates issuance and return of receipt books for bid sales or excess land sales.
15% E	Receiving Deliveries: Receives, reviews and signs for deliveries that come into the reception area. Coordinates with the Mailroom Technician for delivery of packages to the appropriate departments. (For larger deliveries, packages will be received at the Dock, housed in the basement.)
15% E	Serves as backup to Reception Service/Customer Assistance: Assists the public, employees, and other agencies in person and by telephone with referral to appropriate personnel, basic information regarding road conditions, and types correspondence, mailing lists, and mail index. Update distribution lists, phone lists, and lengthy mailing lists. Forwards messages through Outlook system.
5% E	Serves as backup to Business Services: Order business cards for employees; order manuals from Publications Unit; order safety glasses from Prison Industries Authority; maintain reservations for District 1 conference rooms; records management.
5% M	Serves as back up for the Mailroom: Sort and delivers mail to all employees housed in District 1.

# POSITION DUTY STATEMENT

PM..Q924 (REV 7/2014)

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ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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## SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

No supervision is required.

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## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of department policies and procedures; Public Information Act pertaining to the release of records; automotive management and cashing policies procedures and record-keeper State policies. Ability to perform clerical work, operate various office reproductive machines, follow oral and written directions; evaluate situations accurately and take effective action. Must possess computer literacy and have ability to utilize a computer effectively. Possess principles of modern office methods, forms, and equipment. Ability to plan, organize, evaluate and prioritize workload.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Employee is responsible for actions and decisions made in completing assigned tasks. Incorrect action or inaction could slow the functions of District 1 and North Region employees.

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## PUBLIC AND INTERNAL CONTACTS

Position requires daily contact with employees at all levels, with the District, Region, Service Centers and the public.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to possess manual dexterity, perform bending, stooping, kneeling, and occasional lifting of up to 40 pounds.

Employee may be required to sit using a computer keyboard and monitor, and stand for periods of time. Job duties may require employee to have sustained mental activity needed for multiple, repetitive jobs.

Employee must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses.

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## WORK ENVIRONMENT

The majority of the time will be spent in a climate-controlled office under artificial lighting. At some times, the employee may be required to drive a car and transport the mail from one location to another. This may require transporting boxes and some bulky items.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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PI 0924 (REV 7/2014)

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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