CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE Office Technician (Typing)	**DISTRICT/DIVISION/OFFICE** Admin / DBFS / Management Support	
WORKING TITLE	**POSITION NUMBER** 702-023-1139-001	**EFFECTIVE** August 5, 2014

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 direct supervision of the Branch Chief, Facility Support Branch, Staff Services Manager I, incumbent is responsible for providing clerical support with a high degree of initiative, independence, and good judgment in performing multiple tasks daily for the entire Division of Business, Facilities, and Security (DBFS), including but not limited to, developing, administering, coordinating, and managing all office management functions. Specific duties and responsibilities are:

TYPICAL DUTIES:

Percentage	Job Description
30% (E)	Incumbent is responsible for composing and typing letters, memos, reports, studies, forms, statistical data, manuals, and other required documents for Division staff. Incumbent is also responsible for screening incoming correspondence from the Department's executive management, legislators, media, and public inquires and assigning to appropriate staff members for reply. Follow-ups on assignments to ensure that all deadlines are met. Independently research and compile information in relation to the selection, availability and procurement of office furniture, office supplies and equipment. Provide appropriate background material for reference to assist management in determining most cost effective purchase options. Review documents for consistency with administrative policy as well as format, grammatical construction and clerical error; and maintains confidential and administrative files.
25% (E)	The incumbent will function as section timekeeper/attendance clerk answering routine timekeeping questions for staff. The incumbent provides clerical support in the coordination and administering of the interview process that is required to meet DBFS' staffing needs. The incumbent will schedule interviews, type rater's evaluation sheets and test questions. The incumbent will provide support throughout the interview and selection process.

15% (E) Responsible for procurement of all DBFS, Office of Statewide Facilities supplies, services, publications, minor/major equipment, and furniture, etc.; determine if requests are within monetary constraints, initiate, type and properly process purchase documents; utilizing the Cal-Card when needed; and keeping track of the invoices and payment to vendors. Maintain contact with all levels of management, staff, vendors, and on occasion with Prison Industry Authority, and the Department of General Services. Prepares purchase orders for the procurement of equipment, supplies, services, and published resource data used by DBFS and follows through with Department purchasing procedures to assure timely delivery and payment of orders. Processes and submits waiver requests for furniture purchases to the Division Chief.

10% Incumbent serves as records coordinator for Division and organizes and maintains the central files at current location. Provide input and make recommendations regarding guidelines and updates for filing systems and policy and procedure for records storage and retention schedules.

10% (M) Incumbent serves as a Division training coordinator and maintains training history records, and monitors completion of training. Incumbent works in conjunction with the Division of Training to see that all optional and mandatory training is scheduled, attended, charged, paid, approved/denied, and logged appropriately.

5% (M) Incumbent serves as the Director's office and Division's vehicle coordinator and uses procedures for maintaining, and scheduling use of the Division's vehicle. Prepares and submits periodic required reports (276 Report) regarding vehicle usage

5% (M) Responsible for the various fax machines, printers and copiers; assists with mail sorting and delivery for the Office; distributes TEC, travel advance and payroll checks for the Office of Statewide Facilities and the Division Chief; and provides assistance when necessary with various other general office support activities.

SUPERVISION EXERCISED

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge: This position requires knowledge of principles and modern methods of public and business administration, principles of general office management, computer terminology, modern office methods, forms, and equipment.

Abilities: Position requires the ability to establish and maintain effective working relationships within the Department; communicate effectively both written and verbally; and plan, organize and prioritize assignments. Incumbent must be able to reason logically and creatively; interpret and apply rules and procedures, develop and evaluate alternatives, analyze data and present ideas and information effectively to management on issues associated with DBFS.

Analytical Requirements: The incumbent must have the ability present data in a clear, concise manner, analyze situations, evaluate data, make recommendations to management, and have good judgment of all phases of administration.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS
Failure to complete assigned clerical functions and duties in a timely and accurate manner could result in inefficient use of operation funding, suspension of purchasing privileges and inability to meet DBFS expected level of service.

PUBLIC AND INTERNAL CONTACTS
The incumbent will have contact with the Director's Office, district staff at all levels, outside vendors, and consultants.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS
Physical: Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; and ability to focus for long periods of time.

Position requires occasional bending, stooping, kneeling, and lifting up to 25 lbs.

Mental: Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

Employee must be able to concentrate in order to review and create documents and meet strict deadlines at times.

The work environment encourages creative thinking and innovation.

Emotional: This position requires interaction with a myriad of personalities. The incumbant must be able to establish effective working relationships.

Must be considerate when responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

WORK ENVIRONMENT
The employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

I have read, understand, and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print) Date

Employee Signature

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

Supervisor Name Date

Supervisor Signature