

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Office Technician (Typing)	OFFICE/BRANCH/SECTION District 2 / Program-Project Management	
WORKING TITLE Office Technician (Typing)	POSITION NUMBER 902-100-1139-	EFFECTIVE DATE

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 general supervision of a Staff Services Manager I, incumbent will assist both Program/Project Management and North Region Construction. The incumbent will efficiently and independently perform a variety of general office work including but not limited to: types various forms and letters, prepares spreadsheets and reports, enters information and prepares reports using various databases and programs, sorts and distributes mail, organizes and maintains files, and assists with special projects.

A valid typing certificate of 40 wpm required.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)	Job Description
25%	E	Provides clerical support to Program/Project Management and North Region Construction. Performs various clerical tasks which include typing emails, reports, contracts, memos, letters, charts and spreadsheets. Compose, draft, proofread, and edit correspondences and memos utilizing the proper format. Utilize various databases and programs to meet the needs of the Division.
20%	E	Research and manage office equipment and supply orders, process orders and complete monthly online accounting report utilizing VISA/Purchase Card Account and Requisition System (PCARS). Monitors the Divisions' Operating Expense Budgets and expenditures.
15%	E	Utilizing Microsoft Outlook, incumbent will maintain calendars including Project Management and North Region Construction Calendars. Coordinate meeting room arrangements including setting up the room, sending notices and invitations, taking meeting notes and distributing to the appropriate staff.
10%	E	Responsible for proofreading, coordinating and distribution of the District's Pre-Status and Status Documents. Send meeting invites and setting up the rooms for the Status Quarterly Meetings.
10%	E	Maintain and keep the supply and copy rooms clean and restocked. Replace copier and printer toners, clear paper jams, place service calls and maintain other office equipment. Responsible for the annual equipment inventory.
5%	E	Prepare, process, and maintain records and files on various forms for the Divisions including travel forms, personnel forms, service contracts and other items as required. Process and maintain the annual records retention.
5%	E	Distribute mail daily and payroll checks monthly for the staff in both offices.
5%	M	Provide assistance for Program/Project Management, Project Development Team (PDTs) and North Region Construction meetings. Coordinate meeting room arrangements including setting up the room, sending notices and invitations, taking meeting notes and distributing notes to the appropriate staff.

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5% M Provide telephone and email back-up to the Construction Manager and Deputy District Director. Required to accurately take messages and relay the information to the appropriate party.

¹ESSENTIAL 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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Modern office methods, supplies and equipment; business English and correspondence. Must have a thorough knowledge of the District's Organization and the programs. Must have detailed knowledge of the District's principles, rules and policies.

Ability to perform complex clerical work, create clear and comprehensive reports, keep accurate records, and prepare correspondences independently. Must be able to operate a computer and have an aptitude for learning various software programs. Must be able to spell correctly; use good English; read and write at a level required for successful job performance. Must be able to follow oral and written directions. Ability to evaluate situations accurately and take effective actions. Must have the ability to multi-task, adapt to change in priorities, complete projects and meet deadlines.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent exercises a high degree of initiative and independent judgment. Errors may result in a delay to project schedules.

PUBLIC AND INTERNAL CONTACTS

Contact with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. Daily contact with the public, other public agencies and private individuals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The position requires manual dexterity to operate a computer for preparation of reports and forms and requires occasional bending, stooping, and kneeling.

Desirable characteristics include positive attitude, self-starter, and knowledge or ability to learn to use various databases and programs.

Incumbent must be able to develop and maintain cooperative-working relationships with those contacted in the course of work, communicate effectively and respond appropriately. May occasionally encounter hostile public, incumbent is expected to maintain a favorable public image for the State. Must be able to maintain emotional control during conflicts.

WORK ENVIRONMENT

While at their base of operation, employees 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. Most employees will work in workstations within shared cubicles. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m.

Employees may on occasion be required to travel in state. May be required to work overtime occasionally.

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

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Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE