

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Office Technician (Typing)	OFFICE/BRANCH/SECTION North Region Division of Environmental	
WORKING TITLE Environmental Office Technician	POSITION NUMBER 903-801-1139	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:**

General direction from the Chief, Office of Program Support, a Senior Environmental Planner, is provided in carrying out the responsibilities described in this duty statement. In addition, you will receive work directly from other District 3 and North Region staff. Since you are located in a satellite office, you will be expected to work with little direct supervision.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
30% E	Compose routine correspondence. Process and format letters for mailing. Complete all word processing requests from staff within the specified deadlines, including checking products for proper form and accuracy. If deadlines cannot be met, the incumbent so informs the requesting staff person.
30% E	Process and distribute mail for all staff. Process Visa payments and keep records of payments. Maintain phone lists and e-mail distribution lists. Administer and distribute payroll. Coordinate deliveries and pickups. Monitor and maintain Branch supplies inventory, including all forms. Coordinate supplies orders and track expenditures. Operate copy machine, computer, printers, scanners and other office equipment. Maintain and supply office equipment. Answer telephones and take messages. Assist visitors and the general public. Maintain office files.
25% E	Responsible for the completion of all word processing documents from both Transportation Planning and Environmental Planning staff, including checking for proper form, accuracy, and meeting time deadlines as specified. Scan documents and placing them in the appropriate location for staff.
10% E	Process Permit check request. Assist with new employee set-up. Functions with TOPP's liaison.
5% M	Continually explore methods of improving and streamlining office operations, including technological innovations, and administers the procurement and deployment of these strategies.

<sup>1</sup>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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position does not supervise. As such, you must exercise organizational and leadership skills and abilities.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of and ability to carry out the role and responsibilities of a clerical lead worker; ability to lead and interact with diverse personalities; thorough understanding of and ability to perform modern office functions of varying levels of difficulty; ability to follow and give oral and written directions, make clear, comprehensive reports, and maintain complex records; ability to evaluate situations accurately and to take effective action; intricate understanding and knowledge of Caltrans document formatting requirements and clerical procedures; knowledge of, and ability to use, a personal computer and all normal Microsoft Office software; understanding of the function and organization of Caltrans, District 3 and North Region Environmental; procurement procedures; and operation and maintenance of reproduction and fax machines. Must be able to handle multiple tasks at the same time. Must be able to deal effectively with all staff. Must be able to communicate clear concise information both written and oral communication.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The offices you provide services for interact with various governmental agencies and the private sector creating a high volume of government and private sector correspondence, some of which is of a politically sensitive subject matter. The quality and timeliness of the word-processing product is critical to the image and success of the District 3 Planning and Local Assistance and North Region Environmental divisions.

**PUBLIC AND INTERNAL CONTACTS**

You may be required to sit for long periods of time using a keyboard and video display terminal.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

You may be required to sit for long periods of time using a keyboard and video display terminal.

**WORK ENVIRONMENT**

While at your base of operation, you will work in a climate-controlled office under artificial lighting.

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.)

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