

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE

OFFICE TECHNICIAN - TYPING PI

OFFICE/BRANCH/SECTION

MAINTENANCE/D07/DISTRICT OFFICE

WORKING TITLE

OFFICE TECHNICIAN - TYP PI MAINT SUPPORT

POSITION NUMBER

907-601-1139-918

EFFECTIVE DATE

06/03/2015

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:

This position is under the supervision of a Caltrans Maintenance Manager I in the Office of Maintenance Support. This position will receive functional guidance from Caltrans Maintenance Area Superintendents and Caltrans Maintenance Supervisors. This position provides clerical support primarily to the Emergency Management, Claims, Integrated Maintenance Management System Coordinators, and back-up to the clerical Maintenance Office staff in the District Office. This individual must have working computer knowledge in Microsoft Office programs. The Office Technician must adhere to all Caltrans policies and directives. This position location is at the District Office in District 7, Los Angeles. The work schedule is Monday through Friday 6:30 am to 3:00 pm. This position is a Permanent Intermittent employee, not to exceed 1500 hours per calendar year.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	The Office Technician has the responsibility to assist Emergency Management Coordinator, Integrated Maintenance Management System Coordinators, and a Claims Coordinator with any document printing, binding, copying, typing, updating electronic spreadsheets, and filing. This individual must have working computer knowledge in Microsoft Office programs; Word and Excel. Work with the other clerical staff in Maintenance Support in accomplishing any typing.
25%	E	The Office Technician is responsible for communicating with automobile insurance companies for the purpose of restitution for Caltrans through the Integrated Maintenance Management System Accident Log billing process. This position will be in contact with automobile insurance companies to obtain copies of Police Traffic Collision reports; maintain an accurate hard copy file system as well as an electronic database on the status of restitution on these Traffic Collision reports.
20%	E	The Office Technician is responsible for being back up to the Division Office staff payroll verification and monitoring, pick-up of checks and distribution to staff; responsible for picking-up mail twice a day then distributing incoming and mailing outgoing mail; responsible for answering the telephone system for the Division of Maintenance and routing to the appropriate Office Chiefs.
15%	E	The Office Technician position is responsible for the preparation of records and documents pertaining to METRO FasTrak violations that Caltrans receives. This position must maintain an accurate filing system and computer database for all incoming and outgoing violations, records, and documents for the District Claims Coordinator pertaining to the FasTrak violations. This position will maintain an electronic database of the locations of activity production performed by field maintenance staff.

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

This position requires knowledge and abilities to adhere by all Caltrans policies and directives. The Office Technician must have a thorough knowledge of modern office methods including the use of the personal computers, copiers, and fax machines. Ability to exercise a high degree of initiative and independence in performing assigned tasks. The Office Technician must have the ability to analyze mathematical figures, invoices, various accounting documents, and enter data into a personal computer.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position routinely requires obtaining information from internal and external customers and transferring that information into databases. This information will be used on a daily and emergency basis by our Department's personnel. The consequences of poor data entry, in both electronic and hard copy form may result in delays, additional costs, and possible liability to the Department.

PUBLIC AND INTERNAL CONTACTS

This individual will have daily communications with Caltrans staff, automobile insurance companies, local law enforcement agencies, District Attorney Offices, and the public. This position will have contacts with other Caltrans Divisions. This position must maintain good relations with these contacts. May have daily contact with other public agencies and private individuals in the course of their assignment. Contact may be with hostile public; the employee is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This individual must be able to maintain professionalism in the workplace. Must be able to maintain composure and appropriately represent Caltrans when responding to other government agencies, members of the public, and other Caltrans staff. This individual will be required to sit in a cubicle working on a personal computer for long periods of time; walk to the mail room twice a day which consists of 30 minutes in an 8 hour day. This position may also be required to lift mail and supplies boxes.

WORK ENVIRONMENT

This position works in District 7 Office Building in Downtown Los Angeles with artificial lighting and forced air and heat. The office is an open space environment with cubicle stations. This position will be required to sit at a desk with a PC to perform duties.

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