STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
OFFICE TECHNICIAN (TYPING)	07/MAINTENANCE/SPECIAL CREWS REGION OFFICE	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
OFFICE TECHNICIAN (TYPING)	907-740-1139	

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 Caltrans Regional Administrative Officer, assists Caltrans Regional Administrative Officer and Maintenance Manager with general office work. The incumbent will be responsible for document preparation and procurement services related to Purchase Requests for the Region, accurate auditing of Travel Expense Claims (TECs) for reimbursement, proper record keeping of travel advances, and check distribution.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Performs document preparation and procurement services related to Purchase Requests for the Region. Assists in the preparation of difficult purchasing and Service Contracts for procurement of materials and services. Keeps accurate logs of Region Loss Report documents and Installation Order documents and acts as back up for typing needs. Reconciles Region Visa Cal-Card monthly statements for cardholders. Assists in the preparation of Sign Installation orders for procurement of material. Reviews mathematical figures, invoices, and various accounting documents for accuracy. Notifies supervisor of discrepancies. Routes accounting documents to Accounting Department/Accounts Payable for immediate payment to vendors and contractors.
25%	E	Accurately audits TECs for reimbursement, proper record keeping of travel advances, and check distribution. Notifies appropriate individuals of TEC availability. Proofreads documents for accuracy, files completed TECs and other documents for archiving, maintains TEC database.
25%	E	Operates computer, types documents, operates copy machine, answers telephones and takes informational messages and refers inquiries to the appropriate unit.
10%	M	Provides back up coverage to the Region's Dispatcher. Operates Motorola communications radio. Maintains computerized radio logs and refers service requests to the appropriate unit for action and resolution.

[1]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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Microsoft Office (Excel, Access, Outlook); procurement software (Enterprise Resource Planning Financial Infrastructure/E-FIS, Advantage); modern office methods, supplies, and equipment including but not limited to computer, calculator, fax, copier, scanner, telephone.

Abilities/Analytical: perform difficult clerical work; use proper business English; make mathematical computations; operate office equipment; follow oral and written directions; evaluate situations accurately and take an effective course of action; keep detailed and organized records; apply specific laws, rules, policies, and procedures; prepare correspondence independently; and type at least 40 net words per minute.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors could result in delays, additional costs, and possible liability for the Department and the State. This position routinely requires maintaining confidentiality and sensitivity in dealing with the public, other employees, and other

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Departments and Agencies. Responsibility for quality and accuracy of assigned work and for minor decisions is required. The incumbent will refer problems and/or major decisions to the Caltrans Regional Administrative Officer for resolution.

Consequences of decisions relate to the accurate and timely completion of all assigned functions. Incorrect data could impact the statewide maintenance information system resulting in inaccurate accounts of work efforts, improper distribution of allocated funds, and could result in delays and additional costs and possible liability for the Department and the State.

When providing Dispatcher coverage, the incumbent must be able to determine the highest priority in the event of multiple or emergency calls. The consequences of incorrect decisions could result in liability for the Department and the State.

PUBLIC AND INTERNAL CONTACTS

Must maintain good relations with the public, other Caltrans employees, and employees/representatives of other agencies. May have daily contact with other public agencies and with private individuals in the course of the assignment. When in contact with a hostile person, the incumbent must maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is mentally intensive. The incumbent must have the sustained mental ability to use established methods to complete assigned tasks. Must use office equipment and materials for specific operations. Must be able to review documents for errors and make necessary corrections. Must review mathematical figures and field data and properly prepare reports for use by upper management. Must be able to interact well with employees, contractors, other agencies, and individuals from many different cultural backgrounds.

Note: For standing, walking, and sitting along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into a clerical office work 85% of the time on a year-round basis. The remainder of the activity may involve physical labor such as moving boxes or files.

Standing, Sitting, and Walking is described to equal 100% of the work time for a given period such as a work shift.

Lifting (floor to bench to floor) – Items up to 15 pounds may be lifted 5% of the time

Carrying – Bagged/boxed material which may weigh up to 15 pounds and may be carried from storage areas to work area. This may be done 2% of the time.

Overhead reaching – Overhead work includes but is not limited to filing, material storage, and removal. This may be 2% of the time.

Other Reaching – May include but is not limited to filing, using computer keyboard, or telephone. This may be 50% of the time.

Pushing/Pulling – May include filing, opening and closing of doors or draws, using buzzer to give entrance to employees and visitors. This may be 50% of the time.

Twisting - May include but is not limited to lifting, filing, using computer, or telephone. This may be 50% of the time.

Bending/Crouching/Squatting/Crawling – This may include but is not limited to bending/crouching or squatting while filing or moving material from one location to another or loading paper in copier. This may be 10% of the time.

Simple Grasping – This includes but is not limited to writing, filling out paperwork, filing, opening or closing items and using a computer. These activities are necessary about 95% of the time.

Fine Manipulation – Usually done while writing reports or manipulating the keyboard of a computer. This occurs 95% of the shift.

WORK ENVIRONMENT

Work is performed indoors under artificial lighting. The normal work week is 5/40, Monday through Friday from 0730 to 1600 hours. The scheduling of the 5/40 days is at the discretion of Region Management. May be scheduled to work

weekends and/or night shift as needed to meet operational needs with proper advance notice. May be requested to work overtime due to emergencies, special work projects, or when the Department deems that it is in the best interest of the State to work overtime with proper advance notice.

A. Appropriate office attire must be worn.
B. No shorts, cutoffs, or short/mini skirts.
C. Short sleeves are acceptable, no tank tops or spaghetti straps.

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