

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
OFFICE TECHNICIAN (TYPING)	DISTRICT 8/PROGRAM-PROJECT MGMT/ CSU	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
OFFICE TECHNICIAN	908-221-1139-	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the direct supervision of the Branch Chief of the Consultant Services Unit (CSU), a Staff Services Manager I, incumbent independently performs complex clerical duties to support the Division staff.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
80%	E	Provides clerical support to the Chief of the Consultant Services Unit, Contract Managers, and Contract/Fund Analyst. Operates a computer with word processing, spreadsheet, database, and various other capabilities in order to meet the needs of the Division. Types, copies, sorts, files, distributes, and prioritizes correspondence, forms, charts, tables, and reports on a wide range of subjects. Composes correspondence and memos for distribution within the District. Requires a thorough knowledge of departmental procedures and policies. Duties will include but are not limited to using a FileMaker Pro database to input and maintain records on new contracts, task orders, amendments and monthly consultant invoices. Search status of project phases, fund splits, pending invoices, and encumbrances through the Statewide EFIS Advantage database.
10%	M	Disseminates documentation and correspondence to district personnel pertaining to contracting out; processes daily mail for the CSU office, and maintains several vital filing systems in relation to contracts, projects, and expenditures. Responsible for monthly payroll pick-up.
10%	M	Responsible for maintaining CSU office supplies, Architectural and Engineering (A&E) record archives, equipment inventory and property control including the use of basic excel spreadsheets for tracking.

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

The incumbent must have a thorough knowledge of the District's organization and the programs under the individual Division Chief's direction. Must also have detailed knowledge of the District's principles, rules, and policies with regard to these programs. Must demonstrate capability in performing complex clerical work, create clear and comprehensive reports, keep accurate records, and prepare correspondence independently. Must be able to operate a computer and have an aptitude for learning various software programs. Must have working knowledge of Windows computer workstation operating system and service applications such as Enterprise Resource Planning Financial Infra-Structure (E-FIS), Info Advantage, Filemaker and Project Resource & Scheduling Management (PRSM). Must be able to speak and write effectively, analyze situations accurately, and take effective action. Must be able to follow oral and written directions.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Under the supervision of the Office Chief, the incumbent will make decisions delegated by the Office Chief. Will be required to demonstrate an interest in assuming increasing responsibility, employ mature judgment, loyalty, poise, tact and discretion. Failure to meet the standards can cause unnecessary delays and disorganization of the CSU office.

PUBLIC AND INTERNAL CONTACTS

Has phone and personal contact with District staff, A&E Consultants and Headquarters staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The incumbent will 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.

Mental: Must be able to sustain mental activity to produce reports, problem solve, analyze and reason solutions and take the initiative to effectuate appropriate actions. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames.

Emotional: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain cooperative-working relationships with those contacted in the course of work, communicate effectively and respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for a situation. Must be able to deal effectively with pressure, maintain focus and intensity yet remain positive and persistent, even under adversity. The employee must be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must behave in a fair and ethical manner towards others and demonstrate a sense of responsibility and commitment to public service.

Must possess and maintain sufficient strength agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, and video display terminal. Keyboard use will be approximately 75% of the time. May require employee to work overtime and vacations may be restricted during expected and/or unexpected peak workload periods.

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