STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
|---|---|---|
| OFFICE TECHNICIAN (TYPING) P.I. | 08-601 MAINTENANCE SUPPORT | |
| WORKING TITLE | POSITION NUMBER | EFFECTIVE DATE |
| OFFICE TECHNICAN (TYPING) P.I. | 908-601-1139-918 | |

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 general supervision of a CT Maintenance Manager I, the Office Technician performs a wide variety of difficult non-supervisory clerical assignments in the South Region Maintenance Office. The incumbent will work individually and as a team member, and may be oversee the work of others. Will be expected to consistently exercise a high degree of initiative, independence and originality in performing the assigned tasks. This position is represented under collective bargaining. Duties include, but are not limited to:

## TYPICAL DUTIES:

| Percentage | Essential (E)/Marginal (M)[1] | Job Description |
|---|---|---|
| 60% | E | The incumbent will operate a computer in the application of programs for recording material purchases, service contracts, statewide contracts, credit card expenditures and allocations. Will process and verify accuracy and proper coding for travel expense claims and cash expenditure vouchers. The incumbent will oversee processing orders, monitoring expenditures; and will process purchase requests, contracts/delegations, receiving records and other documents used for the purchase processing of materials, services and utilities. Will monitor object coding for budget expenditures and their specific allocations to avoid overrunning funds, and will maintain contact with various Headquarters accounting and District Office personnel regarding purchasing/receiving functions. |
| 30% | E | The incumbent will operate a computer with word processing capabilities while generating various correspondence in technical and non-technical areas consisting of letters, memorandums, forms, reports and charts. The incumbent will make travel arrangements for Maintenance personnel, including airline and car travel. Other computer applications will be used to order stationary supplies, and for cataloging and maintaining office files, records, reports and lists. Will work in additional computer programs such as staff central. |
| 10% | M | The incumbent will independently answer oral and written correspondence, complaints and inquiries from the public and Maintenance field personnel. Directs incoming and outgoing mail, to and from the District Office and Maintenance Stations. The incumbent will be expected to respond during emergency situations and use independent judgment and initiative in handling telephone communications. |

[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

No direct supervision is exercised.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of modern office methods, equipment and supplies, and knowledge of the laws, regulations, policies and procedures governing the assigned duties. Must have knowledge of English, including vocabulary, grammar and spelling, have the ability to use it correctly in the business office environment and must be able to make accurate math computations. The incumbent must have knowledge of and the ability to use a computer and common applications such as Microsoft (MS) Word and MS Excel, as well as other general office equipment such as copiers and fax machines. Must have the ability to read and write English at a level required for successful job performance. Must be able to communicate effectively and follow oral and written directions, generate clear and

comprehensive letters and reports, and be able to develop and maintain good working relationships. The incumbent must have a current, valid typing certificate for 40 Words Per Minute, net. The incumbent must be able to analyze work situations accurately, make sound decisions and take effective action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for accurate and timely entry of data regarding material and service purchases. Errors in judgment could result in monetary loss and embarrassment to the Department and loss of confidence from the public. Judgment is exercised in making decisions relative to safe operations of office equipment and machines.

PUBLIC AND INTERNAL CONTACTS

The incumbent has continuous contact with fellow employees and frequent contact, by telephone, written correspondence and in person, with a wide variety of State personnel and the public. Contact includes representatives from state and local law enforcement, fire and emergency medical personnel, court referrals, and individuals from various other state and local government agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time as well as stand, bend, stoop, squat, twist, grasp, reach, walk, climb stairs and perform fine manipulation. The incumbent will be required to move and place various items such as binders, boxes and bags by pulling, pushing, lifting and carrying. Examples include; pulling binders for a shelf and pushing them back into place; lifting and carrying boxes of office supplies that may include paper products or mail weighing up to thirty pounds (assistance provided if necessary); lifting and carrying, loading and unloading, courier bag, typically weighing 5 – 10 pounds. While responding to emergency situations, must be able to cope with emotionally charged issues, and will be required to remain tactful and courteous while dealing with fellow employees and the public under stressful and possibly adverse conditions. The incumbent must be emotionally stable, alert and aware at all times.

WORK ENVIRONMENT

This position is based in an environmentally controlled office with artificial lighting. Most of the incumbent's time is spent at a computer using a keyboard, mouse and monitor. The incumbent will be required to travel for training purposes and may be required to travel occasionally to the District Office and Maintenance Stations in the Region.

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 |
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