STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Office Technician (Typing) Limited Term, Intermittent	District 11 Administation/Executive Offices	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Secretary to the Executive Office Management Team	911-001-1139-xxx	

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 supervision of the Deputy District Director of Administration, a CEA , this position functions as support for clerical and administrative functions to various managers in the Executive Wing of the District. Most work is performed with a minimum of supervision or review.

The incumbent must certify the ability to type at a minimum speed of 40 words per minute (WPM).

After two years in this assignment, the incumbent may be rotated to another position within the same classification within the District.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
25%	E	Reviews, screens, arranges, and composes complex documents, such as reports memorandums, and correspondence applying knowledge of subject matter and content. Handles sensitive documents in a confidential manner. Retrieves a variety of data from Headquarters to organize and prepare charts, graphs, and reports. Relays information to the Executive Team.
25%	E	Reviews incoming correspondence. Records task assignments information to a database. Routes correspondence for action based upon knowledge of the subject matter and an understanding of the sensitivity of issues within the Department. Requires a broad knowledge of the organization and operations as multiple routing is frequent.
20%	E	Performs a variety of scheduling tasks including arranging meetings with District staff, members of outside agencies, elected officials, citizen groups, and constituents for the District Director and multiple Deputies as needed.
15%	E	Screens incoming phone calls, provides assistance to callers on a broad range of management issues and subjects, and refers calls to appropriate persons as needed. Distributes and routes messages to appropriate individuals.
10%	E	Makes travel arrangements and prepares itineraries for managers in the Executive Office area. Prepares and reviews Travel Expenses Claims based upon knowledge of managers' activities and schedules.
5%	M	Develops and maintains filing system. Files revisions to various documents and manuals in the logs historical changes to a tracking system. Adheres to the filing retention schedules for sensitive or otherwise important materials and documents.

[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 of the Department's organization and operations is essential. The incumbent must have knowledge of

software applications including: Word, Excel, Access, and a client server to access e-mail and calendars as well as the ability to utilize the Internet and Intranet.

The incumbent must have the ability to perform technical work; apply rules, office policies and procedures; and exercise a high degree of initiative, sound judgment and independent thinking in effectively performing assigned tasks. The incumbent must have the ability to follow oral and written instruction; read and write English at a level required for successful job performance; and meet, communicate and deal effectively with the public.

The incumbent must have the ability to recall and retrieve date when requested. The incumbent must evaluate the overall status of work in a busy executive office and have the ability to set priorities effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent works independently and is responsible for effective decision making in sensitive assignments and communications. Failure to perform accurately or in a timely manner could result in delayed or illegal processes which could jeopardize the Department's ability to meet project schedules and commitments or incur potential loss of federal funding. Failure to perform these activities effectively could result in missed project deadlines, increased project costs and loss of state credibility.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have extensive contact with staff at all departments levels up to and including the Director's Office in Headquarters. The incumbent will also hare frequent contact with external customers including federal, state, and local agency representatives, elected officials, outside vendors, contractors, the media, and the public. The incumbent must have the ability to deal with situations in a courteous and professional manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to operate a personal computer workstation, file, communicate by phone, and perform other office-related duties. The incumbent should be able to concentrate, analyze the situation at hand, and respond appropriately in a busy office environment. The incumbent should also be able to sit, stand, bend, stoop, kneel, and lift without difficulty.

He/she may be required to handle several issues at the same time and should be able to prioritize tasks as necessary. Deadlines will, at times be short. For some staff, this may create stress. So the incumbent must have effective, non-disruptive ways of dealing with the stress caused by multiple priorities and deadlines to complete his/her assignments.

The incumbent must be able to develop and maintain cooperative work relationships and should have the ability to treat internal and/or external contacts in a professional and courteous manner.

Consistent, predictable attendance is a job requirement. Each member contributes to the success of this unit. Extended, unplanned absences would risk unit failure.

WORK ENVIRONMENT

The base of operation is at the District Office . While in an office setting, he/she will be working in a climate controlled environment with artificial lighting. Multi-floor buildings are equipped with elevators and stairs.

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

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE