

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)	OFFICE/BRANCH/SECTION 11/Maintenance/East Region	
WORKING TITLE Office Technician-Santee	POSITION NUMBER 911-610-1139	EFFECTIVE DATE June 2014

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 direction of the CT Regional Administrative Officer, incumbent performs assigned tasks to support the activities of the region office for the region's employees, answering phones, assisting vendors and the public. The ability to type 40 WPM is required. Occasional out-of-town travel for meetings or training; may include overnight stays. The incumbent will work individually or with other Region Office staff. The normal workweek is Monday through Friday from 7:00 a.m. to 3:30 p.m. This position is represented under collective bargaining. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Edits timesheets, posts attendance, computes regular hours, earned overtime and leave hours balances. Runs timesheet reports daily from IMMS (Integrated Maintenance Management System) and TOPSS (Transportation Operations & Support Services) using a personal computer, Edits timesheets, posts attendance, computes regular hours, earned overtime and leave hours balances. Runs timesheet reports daily from IMMS (Integrated Maintenance Management System) and TOPSS (Transportation Operations & Support Services) using a personal computer,
20% E	Creates Accident Log in IMMS timesheet program. Links work orders and service requests to appropriate Accident Log (Damage Report) to determine if damage to the freeway is fixed. Matches Accident Log reports to police report to process the party responsible for the damage. Validates Accident Log and readies for the billing process. Enter various documents using EFIS (Enterprise Financial Infrastructure System) program, process random drug test paperwork,
20% E	Verifies and processes various accounting documents such as receiving records, purchase requests, local requests, MAR's (Material Adjustment Reports), damage reports, and processes bills for payment. May process payroll and distribute payroll for region regular and overtime checks, log and track report of performance reports/ individual development plans, process statement of account packages to accounting, monthly OT report to region manager.
10% E	Answers telephones; assists employees and vendors; types correspondence and generates computer reports. Maintains personnel and miscellaneous files, orders and maintains office supplies, processes dental/health benefits, open enrollment for health/dental benefits, process safety glasses orders, maintain planned OT file/verifies actual hours worked, prints/tracks time sheets monthly, process interview packets.
5% M	Processes and distributes outgoing mail for pickup, files DMV pull notices, performs dispatch duties as required.
5% M	Other related duties as assigned, may be required to cross train to learn duties to perform as a back up.

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. May occasionally train or direct a coworker in completing a specific task.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Requires knowledge of record-keeping methods; bookkeeping; office methods and equipment including personal computer. Familiarity with Word, Access and Excel software desirable. Requires ability to read and write English at a level required for a successful job performance; apply record-keeping methods to the documentation and preparation of records dealing with attendance, equipment or materials usage or expenditures; learn radio-dispatching techniques and various computer applications; operate a typewriter and calculator; gather and evaluate data from numerous sources, i.e. Personnel and Accounting documents, Integrated Maintenance Management Systems printouts, etc.; interpret and apply policy, procedures; prepare clear and comprehensive reports, analyze situations accurately and adopt an effective course of action.

Must demonstrate speed and accuracy in making computations; ability to establish and maintain cooperative relations with those contacted in the course of the work; orderliness.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Routine work is not checked by others after initial training. In case of daily time sheets, attendance records, etc. errors can affect employees pay. Errors in posting damage reports can affect the amount for which a responsible party is billed. Errors in editing or preparing accounting-related documents delay payment to vendor. Under any circumstances, tracing and correcting errors cause time-consuming delays.

PUBLIC AND INTERNAL CONTACTS

Works closely on a daily basis with region personnel-coworkers, field employees, Region Manager, Superintendents, and RAO. Assists the public, salespersons, vendors, delivery persons, Caltrans employees outside the region. On behalf of the region, may receive calls from Headquarters or other agencies, labor relations representatives, occasional irate calls from the public. Must be able to establish and maintain effective working relationships, and respond appropriately to emotional or emergency situations.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Most work is done in an office environment, seated at a desk or computer station, under artificial light. Occasional bending/stooping/stretching to put away or retrieve supplies, clear paper jams from copiers or printers; lifting to 25 pounds. Works requires ability to focus for prolonged periods of repetitive tasks. Region office staff may be required to assist in the office, and support the field emergencies including hazardous spills, serious accidents, etc.; requires the ability to remain calm and professional. Requires respect for the confidentiality of records or employee personal matters that may come to light in the course of the work.

WORK ENVIRONMENT

Most work is done in an air-conditioned office environment, seated at a desk or computer station, under artificial light.

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)

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SUPERVISOR (Signature)

DATE