

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)	OFFICE/BRANCH/SECTION District 11/Maintenance West Region	
WORKING TITLE Office Technician—Escondido	POSITION NUMBER 911-700-1139	EFFECTIVE DATE

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 Staff Services Manager I (SSM I) and under the lead of the Caltrans Maintenance Area Superintendent (CMAS), the Office Technician performs a wide variety of assigned tasks to support the activities of the Escondido Maintenance facility for the five maintenance crews. In addition, the incumbent may have responsibility for functional guidance in training and assisting less experienced employees.

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

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Tracks and coordinates training; assists with purchasing with a CalCard Visa; coordinates facility services; tracks post and bids; communicates with other departments, divisions and agencies on various issues as needed; monitors, processes, and tracks various reports; coordinates with the Region Office and the District Office on various tasks serving the Division.
20%	E	Works with staff on employee requests, compiles and tracks employee data as required; supports field maintenance in an office setting.
20%	E	Verifies and processes various reports involving field maintenance work, scheduling and planning. Assists Superintendents and Supervisors to insure all time has been inputted and approved.
10%	E	Answers telephones; assists employees and vendors, types correspondence and generates computer reports; maintains personnel and miscellaneous files; orders and maintains office supplies; and forwards dental/health benefits forms to Personnel; coordinates open enrollment for health/dental benefits; processes safety glasses orders; maintains planned and non planned overtime files and verifies actual hours worked.
5%	M	Processes and distributes outgoing/incoming mail for pickup; provides signature for deliveries if Supervisor and or Leadworker are not available; maintains Department of Motor Vehicles pull notice files as well as equipment qualifications.
5%	M	Does 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 provide functional guidance for less experienced coworkers in completing a specific task.

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 is 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 data from numerous sources; apply policy, procedures; prepare clear and comprehensive reports; evaluate 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. The ability to type 40 words per minute (WPM) is

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required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Routine work is not checked by others after initial training. Errors in inputting daily timesheets, attendance records, etc. can affect employee 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 will 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 and 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

Occasional travel in and out of town for meetings or training may be required and may include overnight stays. The incumbent will work individually or with other Region Office staff, may be required to assist other field locations. Occasional bending, stooping and stretching to put away or retrieve supplies; clear paper jams from copiers or printers; lift up to 25 pounds. Works may require ability to focus for prolonged periods of repetitive tasks. Region office staff may be required to assist and support the field emergencies including hazardous spills, serious accidents, etc. Incumbent must remain calm and professional; 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 and under artificial light. The normal work week is Monday through Friday from 6:30 a.m. to 3:00 p.m. This position is represented under collective bargaining.

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