

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE Office Technician (Typing)	OFFICE/BRANCH/SECTION Right of Way and Land Surveys	
WORKING TITLE Office Technician	POSITION NUMBER 913-400-1139-XXX	EFFECTIVE DATE 04/08/2014

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: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the general supervision of the Chief, Office of Planning and Management, Division of Right of Way and Land Surveys, the incumbent will perform technical and clerical assignments as defined below. Incumbent is expected to exercise initiative, independence, accuracy, and originality in completing assigned tasks. The incumbent also receives general direction from the Chief, Office of Project Delivery, and is expected to exhibit a high degree of independence and accuracy in completing assignments.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% (E)	Types correspondence and documents from handwritten and rough-typed material. Arrange meetings and conferences, reserve/coordinate rooms (Use of Conference Center or district offices for the following) including but not limited to the following meetings: - Staff Meeting and the Statewide Teleconferences - Process Improvement/Functional Council - Maintain rooms schedule or calendar
20% (E)	Prepare Power of Attorney documents (POAs) with Notary Acknowledgement; memos regarding POAs; route/file the POAs into both paper and electronic files. Maintains functional and tickler files. Assists in creating, formatting, and finalizing agenda. Sends invitations by e-mail. Prepares Letters, Memos, and Reference Files, for Right of Way staff.
15% (E)	Provides backup coverage for secretaries and support staff according to Divisions plan. Serves as a back-up for coordinating preparation and scheduling of California Transportation Commission (CTC) agenda items prior to submission to the CTC.
10% (E)	Assists in preparing reports, training material and prepares correspondence on California Public Records Act. Prepare and update Delegation of Authority and various rosters as needed.
10% (E)	Makes travel arrangements and prepares travel expense claims or travel advances.
10% (M)	Provides clerical support for the Right of Way Management Board Meetings, Right of Way Academies, Mid-Year Reviews, and Functional Councils.
5% (M)	Order office supplies and replace toner/drums on printers.

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.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

General Abilities: The incumbent must have the ability to work with a high degree of independence and initiative and to exercise sound judgment. Logical reasoning and the ability to follow oral and written directions are essential skills, as is the ability to work cooperatively and to communicate tactfully with Right of Way personnel at all levels.

Knowledge: The incumbent must be knowledgeable about spelling, punctuation, and correct grammar. Knowledge of personal computers, Microsoft Word, Excel, Power Point, Outlook, and other software used by the Program is essential. Familiarity with Right of Way activities is desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor workmanship and inaccuracy in the product will reflect negatively on the Right of Way Program and may also result in illegal or improper handling of Right of Way activities.

PUBLIC AND INTERNAL CONTACTS

On a daily basis, the incumbent will work with all levels of personnel in Headquarters, and in Region/District offices of Right of Way, and will have occasional contact with other functional areas within Headquarters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The tasks performed by the Office Technician (Typing) are complex, detailed and varied, requiring independence of action and decision making.

Tasks require the Office Technician (Typing) to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time in order to review and create documents and meet strict deadlines at times.

Requires occasional bending, stooping and kneeling.

WORK ENVIRONMENT

While at your base of operation, you will work in a climate-controlled office between 64 and 84 degrees under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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.)

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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
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