

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Office Technician (Typing)	DISTRICT/DIVISION/OFFICE 56 / Maintenance / Structure Maintenance & Investigations	
WORKING TITLE Office Technician (Typing)	POSITION NUMBER 913-627-1139-918	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 regularly and on time; 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 general direction of an Office Chief for Structure Maintenance & Investigations (South), a Senior Bridge Engineer, the incumbent provides clerical support to the office of Structure Maintenance & Investigations (South).

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M) ¹

- 30 % (E)** Files, types and scans bridge inspection reports and correspondence. Scans and files pictures.
- 20% (E)** Prepares and types purchasing documents, including Purchase Orders. Purchases office supplies and bridge inspection equipment, sometimes using a Cal Card. Orders and tracks office supplies, service contracts and safety equipment out of the Caltrans Stores Catalog.
- 10% (E)** Tracks office expenditures, vehicles, equipment, and processes the associated property control documentation. Orders manuals and forms, and handles the distribution to staff.
- 10% (E)** Maintains printers and copiers. Checks for printer and copier functionality on a daily basis, including; filling paper trays, replacing toner and ink cartridges, and arranging for service.
- 10% (E)** Makes conference room reservations and arrangements for meetings and special gatherings of the office staff including the monthly Area Bridge Maintenance Engineers meeting. Documents meetings.

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

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

10% (M) Collects and distributes incoming and outgoing mail. Provides back up services to a Transportation Engineering Technician and a Word Processing Technician in the case of their absence, or in the case of an overload in work activities (such as payroll pickup and distribution).

10% (M) Assists the Office Chief and Branch Chiefs with special tasks such as locating documents, information, and making arrangements.

SUPERVISION EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent will possess a thorough knowledge of modern office methods (including the use of the personal computers), and posses knowledge of current Caltrans policies and procedures (including Caltrans purchasing procedures). Incumbent must have the ability to compute mathematical figures, verify the validity of invoices, and enter data into a personal computer.

The incumbent must have working knowledge of Microsoft Outlook and the Microsoft Office software suite.

The incumbent must be able to type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent routinely makes decisions in dealing with the public, employees, and other State departments and agencies. Poor decisions could result in delays in Caltrans projects and emergency repairs to the highway structures, additional costs, and liability to the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent communicates with the public, other State departments and agencies, vendors, Structure Maintenance & Investigations staff, Division of Accounting personnel on a regular basis.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent is expected to maintain professional and courteous behavior. The incumbent is required to lift and carry boxes or items weighing up to 25 pounds. Prolonged sitting while using a personal computer will be required.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

