STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Office Technician, Typing	D3 / North Region Division of Right of Way	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Office Technician	927-400-1139-	

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 direction of a Senior Right of Way Agent, incumbent regularly performs a variety of clerical support duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. The incumbent independently types various forms and letters, prepares complex agreements and reports, enters information and prepares reports using various databases and programs, sorts and distributes mail, organizes and maintains files, and assists with special projects.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Typing duties using software such as Microsoft Word and Excel are an essential part of the position and may include typing reports, deeds, contracts, Right of Way certifications, memorandums of settlement, encroachment permit applications, letters of permission, typing letters of Notice of Inspection to Grantors, and typing and creating and maintaining files for all Right of Way functions.
30%	E	Filing and record management may include creating and purging files. Statistical and other record keeping may include keeping record logs on monthly production, completed datasheets, engineering transmittals, Appraisal comparable sales, and entering information into various database systems.
10%	E	Incumbent will assist maintaining office supply inventory and ordering office supplies as needed. This may involve maintaining office credit card and balancing payments monthly using EFIS Advantage and the online bank statement systems.
10%	E	Post documents and information in various databases. Close out files by verifying payment, checking accuracy of Deeds from Recorder's Office and/or title company, and checking final documents.Participate in Regional Status and Planning & Management meetings as well as special project meetings. Attend Planning and Management Council, Hot Topic meetings, and Computer User Group (CUG) meetings, as needed.
10%	E	Process incoming and outgoing mail, including letter certification when needed. Send out faxes and answer incoming phone lines. Utilize software such as Microsoft Outlook to communicate via e-mail. May backup other clerical staff when needed.
5%	M	Act as receptionist when needed. Reserve conference rooms as needed.

[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

This position does not supervise other employees.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent will have the ability to spell correctly; make arithmetical computations; operate computer and various other office machines. 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. Desirable characteristics include positive attitude, self-starter, and knowledge or ability to learn to use various databases and programs. Must have a valid Typing Certificate for 40 + words per minute.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent exercises a high degree of initiative and independent judgment. Errors may result in late payments to property owners or delay in project schedules.

PUBLIC AND INTERNAL CONTACTS

Incumbent is required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. Incumbent may have daily contact with other public agencies and private individuals. May occasionally encounter hostile public and employee is expected to maintain a favorable public image for the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May require sitting for prolonged periods. Duties may require lifting, kneeling, stooping, reaching and squatting while unpacking, storing and stacking of paper supply boxes and other office supplies and equipment. Incumbent should have the ability to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

While in the office, employees will work in a climate-controlled office under artificial lighting.

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