

**POSITION DUTY STATEMENT**

PM-0924 (REV 3/2006)

28-4-043

<b>CLASSIFICATION TITLE</b> Office Technician, Typing	<b>DISTRICT/DIVISION/OFFICE</b> North Region – Right of Way (Redding)	
<b>WORKING TITLE</b> Office Technician, Typing	<b>POSITION NUMBER</b> 928-400-1139-XXX	<b>EFFECTIVE DATE</b> May 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; 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 general direction of Senior Right of Way Agent, this position regularly performs a variety of the most difficult 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**

**JOB DESCRIPTION**

Essential (E)/Marginal (M)<sup>1</sup>

- 35% (E) Typing duties 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 files for Right of Way Appraisers.
- 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 and Appraisal comparable sales.
- 10% (E) Cashiering and ordering may involve maintaining office credit card and balancing payments monthly in PCARS system. Incumbent will also order and maintain office supplies as needed.
- 10% (E) Post information in various databases to create working files. Close out files by: verifying payment, checking accuracy of Deeds from recorders office and or title company, and checking final documents.

<sup>1</sup> 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

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10% (E) Process incoming and outgoing mail, including letter certification when needed. Send out faxes and answer incoming phone lines. May backup other clerical staff when needed.

5% (M) Act as receptionist when needed. Reserve conference rooms as needed.

**SUPERVISION EXERCISED**

This position does not supervise other employees.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

Ability to spell correctly; make arithmetical computations; operate computer and various other office machines. 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.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

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**

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. 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 and ability to develop and maintain cooperative working relationships.

Will require lifting, kneeling, stooping, reaching and squatting while unpacking, storing and stacking of paper supply boxes and other office supplies and equipment.

**WORK ENVIRONMENT**

Normal office environment with artificial lighting.

**SPECIAL REQUIREMENTS**

Must have a valid Typing Certificate for 40 + words per minute

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I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE

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