STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Office Technician (Typing)	District 5/Right of Way	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Support	929-400-1139	

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 the general supervision of the Senior Right of Way Agent Branch Chief, Central Region. Incumbent is responsible for a multitude of general clerical activities/duties as outlined below. Incumbent in this advanced journey level 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. Incumbent at this level regularly requires detailed and sensitive public contact and/or independent origination of correspondences involving the knowledge and application of detailed regulations, policies, and procedures. Good judgment and the ability to communicate effectively are of primary importance at this level. Typically, the work at this level is rarely reviewed.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Format, type proofread, print and final edit using Microsoft Word software on a computer network system, a wide variety of correspondence and related documentation for the Right of Way functional areas. Documents to be prepared include: memorandum of settlement transactions with included accounting documentation; condemnation legal documents; letters to persons or businesses who are displaced from their homes or locations as a result of acquisition of real property; permits to enter and rights of entry to owners of real property; notices of intent to those affected by the relocation program. Process, distribute and file appraisal reports.
25%	E	File parcel and condemnation documentation. Address, stamp, seal and process outgoing transactions, letters and memorandum for daily mail.
20%	E	Maintain parcel file information and documentation with the Right of Way Management System, AMS Advantage, Integrated Right of Way Systems, or other database systems. Maintain charts for inventory, retrieval, or log sheet purposes using Excel and Access software programs. for the assigned functional area. Including data input and documentation uploading.
10%	E	Assist in screening incoming telephone calls and direct calls to the responsible unit in the Right of Way office, or correct functional office within the Department.
5%	M	Act as back-up for the vehicle check out logs, acting as liaison with the shop as required. Order and track Preliminary Title Reports, Litigation Guarantees. Maintain office supply inventory and place supply orders as necessary.
5%	M	Assist managers and agents by scheduling, coordinating, reserving and acting as a note taker and transcribe minutes for project and/or parcels status meetings as well as set up and coordinate meeting for the various Right of Way Management and staff utilizing the Outlook reservation and invitation system.

[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

The incumbent will have no supervisory responsibility.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Employee must have the ability to plan and organize work to effectively and efficiently complete required tasks on schedule. Must possess adequate spelling, punctuation, and grammar skills at a level required for successful job performance. Must be proficient in the use of a personal computer for the processing of documents. Must be ale to

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operate various office machines. Desirable to type 40 WPM. Must be able to follow oral and written directions; evaluate situations accurately and
take effect1ve action.

Demonstrate a positive attitude and commitment to conduct business in a professional manner in dealing with the public and departmental clients and provide quality service to all customers.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error in documents could result in the work having to be redone, missing critical deadlines, and project delays which may result in the loss of funding or cause unnecessary budget expenses as well as the loss of time and effort.

PUBLIC AND INTERNAL CONTACTS

The employee will routinely be in contact with Regional and District Right of Way staff and will have public contact when answering telephones and may have direct contact if serving as a receptionist.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to sit, use a keyboard, video monitor and telephone for long periods of time; to sustain mental activity needed for report writing, auditing, problem solving, analysis and reasoning; to focus on single tasks, as well as multi-tasks when necessary; to remain calm, patient, and professional when dealing with the public and internal customers, use common sense and be a positive, customer oriented service provider; to respond to changing work priorities or new information, able to adapt behavior and work methods in response to new information and changing conditions or unexpected obstacles; access all areas of the leased building, and may walk and/or stand for extended periods of time. To utilize hands to finger, handle, or feel objects, tools or controls. The employee may occasionally be required to reach with the arms or hands, to move 25lbs. to 35lbs (files, boxes, laptops, projectors), bend, stoop or kneel.

WORK ENVIRONMENT

Employees will work in a climate-controlled office under artificial lighting, however due to periodic problems with heating and air conditioning the building temperature may fluctuate. May be required to travel training, meetings in headquarters and/or remote office locations and for retrieval of storage files exposing them to the dust, dirt, uneven ground and traffic.

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)

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SUPERVISOR (Signature)	DATE