

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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| CLASSIFICATION TITLE Office Technician (Typing) | OFFICE/BRANCH/SECTION Division of Equipment/Engineering & Prod/ Proj Mgmt/ 3239 | |
| WORKING TITLE Office Technician (Typing) | POSITION NUMBER 932-001-1139 | EFFECTIVE DATE |

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 direction of a Senior Equipment Engineer in the Project Management Unit, the Office Technician provides clerical support to the units within the Engineering and Production Services Office. The incumbent will provide clerical support to the Engineering Specifications Unit, the Project Management Unit, and the Engineering Design Unit, assisting in the completion of the overall mission of the Division of Equipment and Engineering and Production Services. Specific duties include:

TYPICAL DUTIES:

| Percentage | | Job Description |
|------------|---|--|
| 30% | E | Provides clerical support to the Project Management Unit in the organization and management of equipment information for the completion and documentation of defined projects. Duties include copying documents, creating and maintaining files, and data entry into electronic databases. |
| 30% | E | Assists Specification Engineering Branch in the organization and management of its equipment purchasing process to complete the work necessary to procure identified fleet equipment by receiving purchasing documents; creating and maintaining files; performing data entry into electronic databases; making and distributing copies; and troubleshooting and facilitating the process. |
| 15% | E | Provides clerical support to the Engineering Design Unit to perform tasks necessary to complete and document day to day functions. |
| 15% | M | Types letters, generates reports and handwritten materials. Updates Manuals for Office Technician and Engineering. Compiles statistical reports. Orders Supplies. Acts as a rotational backup person for the mailroom sorting, delivering, and posting mail. In addition, acts as a rotational back up for the front reception desk. Answers public information lines and greets visitors, determines their business and forwards them to the proper unit or employee. |
| 10% | M | Acts as liaison to Quality Assurance including upkeep of files. Processes and edits Travel Expense Claims, Cash Expenditure Vouchers, Travel advance requests, and other miscellaneous documents. Prepares and makes travel arrangements for staff. |

¹ESSENTIAL 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

May have lead responsibilities over less experienced employees in area such as training and answering questions on work procedures.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess knowledge of the principles and practices of general business management, modern office methods, and appropriate forms and equipment to be applied. He/she should have the ability to assist in the preparation of clear and comprehensive reports, and apply specific laws, rules, and office policies and procedures toward the

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successful completion of those reports. The OT will independently type correspondence, and will communicate effectively and tactfully in the completion of all assigned work. He/she will be required to speak and write English at a level sufficient toward successful job performance, and must have the ability to perform moderately difficult clerical work, including following oral and written instructions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to apply proper judgment would result in mismanagement of time. Failure to provide correct information to a Caltrans engineer or Supervisor could result in costly, inadequate, or unnecessary delays in the design, procurement, assembly, and repair of fleet equipment. Inaccurate response to the public sector could result in a negative public image of the Department of Transportation, in general and the Division of Equipment in particular.

PUBLIC AND INTERNAL CONTACTS

Incumbent has contact by telephone, e-mail, and in person with internal and external customers of the Division of Equipment. Direct contact with Division of Equipment staff and some contact in greeting the public, vendors, and state employees at the reception desk and on the phone.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be able to lift 25 to 50 pounds; must have the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work and to communicate effectively.

WORK ENVIRONMENT

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