

## EDITED TASK LISTING

### CLASS: OFFICE TECHNICIAN (TYPING)

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*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
1.	Types various documents (e.g., letters, memos, reports, forms, manuscripts, bills, vouchers, receipts, lists, schedules, orders, notices, statistical data, etc.) in order to communicate information, keep accurate records, document issues or situations, etc. utilizing typing skills, typewriter and/or computer programs, notes and/or dictation, written communication skills, grammar skills, reading comprehension skills, proofreading and editing skills, etc. on a daily basis.
2.	Performs data entry work in order to input and disseminate information, track documents, appeals, files, inmates, parolees, etc. and keep accurate records, utilizing California Law Enforcement Telecommunications System (CLETS), Offender Based Information System (OBIS), Excel, Automated Release Data Tracking System (ARDTS), Distributed Data Processing System (DDPS), proofreading and editing skills, typing skills, basic mathematical/statistical skills, 10 key calculator, computers, logs, manuals, required forms, etc. on a daily basis.
3.	Processes incoming and outgoing mail, email, and faxes by date-stamping (when appropriate), logging, sorting, and distributing letters, documents, memos, reports, etc. to appropriate staff and/or departments utilizing organizational skills, communication skills, filing skills, desk procedures, mailing and distribution lists, etc. on a daily basis.
4.	Files materials (e.g., documents, letters, forms, reports, etc.) in order to keep accurate records, ensuring materials are available for future references, and in compliance with laws, rules, regulations, policies and procedures, utilizing organizational skills, filing systems (e.g., alphabetic, chronological, numeric, subject matter, etc.), desk procedures, binders, folders, indexes, alpha-numeric sorter, etc. on a daily basis.
5.	Reviews files in accordance with established guidelines and procedures (Records Retention Schedule) in order to purge outdated materials, maintain orderly files, and maximize filing space utilizing office procedures, shredder, recycling system, etc. as outlined in the Records Retention Schedule.

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<b>Task #</b>	<b>Task</b>
6.	Composes written documents (e.g., letters, procedure manuals, memos, reports, etc.) in order to provide current information, keep accurate records, document issues or situations, respond to inquiries or requests, etc. utilizing typing skills, typewriter and/or computer programs, notes and/or dictation, written communication skills, grammar skills, reading comprehension skills, proofreading and editing skills, basic mathematical/ statistical skills, etc. as directed by the supervisor and/or on an as needed basis.
7.	Communicates with staff, inmate/parolees and their families or representatives, other internal or external agencies/departments, and/or the general public, etc. in order to gather and provide information, respond to inquiries or requests, take messages, explains Civil Service and/or agency personnel rules, regulations, and procedures, etc. utilizing the telephone, email, faxes, personal contact, communication skills, grammar skills, etc. on a daily basis.
8.	Processes travel expense claims forms for staff by utilizing various forms (e.g., Travel Expense Claim (STD262), Request for Travel Advance (CDC 1082, telephones, faxes, e-mail, etc.) to ensure accuracy and compliance of rules, laws, and regulations of travel expenses incurred during official business as directed by the DOM, SAM, and local procedures, as needed.
9.	Documents the receipt of cash, checks, money orders, meal tickets, etc. for staff, and money orders/cash for inmates/parolees in order to ensure that they are forwarded to the appropriate staff, inmates/parolees, or programs, utilizing receipt book, log, calculator, desk procedures, DOM, SAM, Excel, Access, etc. on a daily basis.
10.	Orders supplies and equipment in order to maintain a well-equipped office, ensuring staff have equipment and materials necessary to do their assigned tasks, etc. utilizing inventories of current supplies and office equipment, supply catalogues, inventory logs, Standard Form 115, Standard Form 954, purchase orders, written communication skills, proofreading and editing skills, mathematical skills, etc. as directed by local operating procedures and/or on an as needed basis.

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<b>Task #</b>	<b>Task</b>
11.	Transcribes from dictating machine in order to produce a hard copy of materials (e.g., letters, reports, memos, etc.) utilizing computer, typewriter, desk procedures, DOM, SAM, dictionary, secretarial handbook, grammar skills, proofreading and editing skills, forms and templates, etc. as directed by desk procedures and/or on an as needed basis.
12.	Copies data (e.g., reports, inmate/parolee Central files, medical records, staff files, memos, etc.) in order to respond to requests and provide information to internal and external agencies and departments, etc. utilizing DOM, copy machine, fax machine, scanner, email, desk procedures, etc. on an as needed basis.
13.	Operates office machines (e.g., copy machine, fax, personal computer, postage machine, calculator, scanner, etc.) in order to complete assigned duties utilizing manuals, desk procedures, training, etc. as directed by the supervisor and/or on a daily basis.
14.	Supervises inmates by assigning work, trains and answers questions to assist in the maintenance of the office functions utilizing DOM, Title 15, communication skills, office procedures, etc., on an as needed basis.
15.	Completes inmate time keeping forms and supervisory reports (CDC 101), to ensure proper time is credited and to document work habits utilizing DOM, Title 15, Inmate Work and Training Incentive Program (IWTIP), Bridging Program, office procedures, etc., on an as needed basis.
16.	Schedules appointments, meetings, interviews, etc., and makes arrangements (e.g., location, equipment, date and time, attendees, etc.) for supervisor/staff utilizing computerized database, telephone, fax, written correspondence, etc., to produce an organized gathering of staff, as needed.