

DUTY STATEMENT

OPOS 065-556-1139-010

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

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EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Peace Officer Selection (OPOS)	POSITION NUMBER (Agency - Unit - Class - Serial) 065-556-1139-010
UNIT NAME AND CITY LOCATED Selection Support Section- Sacramento	CLASS TITLE Office Technician – Typing
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 9838 Old Placerville Road, Suite B, Sacramento 95827
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 065-556-1139-010

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE YOU WORK WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Staff Services Manager I, Office of Peace Officer Selection, the Office Technician (OT) will perform the more complex and technical duties associated with the processing of candidates through the written, physical abilities testing processes, and provide administrative support to the SSM I relative to the daily operation of the Testing Center.

% of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)

	<u>ESSENTIAL FUNCTIONS</u>
35%	CLERICAL RESPONSIBILITIES <ul style="list-style-type: none"> Perform the daily processing of candidates in the Testing Center. Compile and forward completed packages to the Peace Officer Appointment Section. Assist in the training of current and new staff in various examination and selection processes. Review completed clerical work to ensure it is thorough and accurate.
30%	PROCTORING RESPONSIBILITIES <ul style="list-style-type: none"> Participate in the rotation of proctor duties for the written psychological examination and the written peace officer examination. Participate in the rotation of the various clerical duties. Develop procedures for processing candidates through the various examination phases. Prepare, update, and revise office procedures. Develop processes for scheduling candidates for each examination phase. Evaluate current procedures and make recommendations for enhancements.
20%	KNOWLEDGE OF COMPUTER APPLICATIONS <ul style="list-style-type: none"> Utilize a personal computer for the preparation and maintenance of spreadsheets and database programs. Develop forms and workload tracking sheets. Develop status reports and other documents relative to the processing of candidates. Refer sensitive and/or complex inquiries to the RTO. Research examination issues relative to the testing process.
10%	PROGRAM SUPPORT RESPONSIBILITIES <ul style="list-style-type: none"> Perform program support duties. Maintain equipment and supply inventories as needed for the performance of testing functions. Process incoming mail. Maintain and update the filing system for candidates' testing paperwork.

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5%	<p>LIVE SCAN RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Live Scan candidates using a Live Scan Machine. • Process DMV forms. <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Independent. • Excellent organization skills. • Attention to details. • Confidentiality due to nature of work projects. • Tactful and professional. • Open-minded and flexible to other ideas and solutions. • Excellent communication skills. • Working knowledge of computer applications – Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint, Internet Explorer). • Must type at a speed of not less than 40 works per minute (verified by typing certificate). <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Works well with a team or group. • Takes and provides direction. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Office environment. • Business dress, according to current policy. • Extended periods of time in seated position. • Use computer and telephone in performing work. • Ability to handle stress. • Confidential and sensitive environment. 	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print) Michele Hamilton	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE