

**DUTY STATEMENT**

OPOS 065-556-1139-004

**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:

07/08/2012

<b>DGS OFFICE OR CLIENT AGENCY</b> Office of Peace Officer Selection (OPOS)	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 065-556-1139-XXX
<b>UNIT NAME AND CITY LOCATED</b> Northern Selection Center – SACRAMENTO	<b>CLASS TITLE</b> Office Technician – Typing
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 9838 Old Placerville Road, Suite B, Sacramento 95827
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 065-556-139-004
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.	
<b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</b> Under the supervision of the Chief, Office of Peace Officer Selection, the Office Technician-Typing (OT(T)) provides administrative support directly to the Chief and the Assistant Chief of the Office of Peace Officer Selection (OPOS)	
<b>% of time performing duties</b>	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. <i>(Use additional sheet if necessary)</i>
	<b><u>ESSENTIAL FUNCTIONS</u></b>
40%	<b>CLERICAL RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>• Prepare various documents (letters, memos, procedures, reports, manuals and/or revisions) using appropriate grammar, reading comprehension skills, and editing skills.</li> <li>• Review all documents submitted for review by management to ensure proper formatting and grammar.</li> <li>• Create, accurately update, and maintain various reports and records, document issues and assist in finding solutions.</li> <li>• Perform data entry; input and disseminate information.</li> <li>• Track documents, assignments, and files to assist in ensuring files are completed in a timely manner.</li> <li>• Schedule and coordinate appointments, meetings, interviews, conference calls and media arrangements/update (i.e. agendas, locations, equipment, dates and times, attendees, etc.).</li> <li>• Create, and/or save and file materials (documents, letters, forms, reports, etc.) accurately and electronically to ensure materials are available for future reference.</li> <li>• Ensure compliance with the records retention schedule in order to purge outdated materials.</li> </ul>
35%	<b>OFFICE RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>• Research and complete comprehensive types of administrative assignments.</li> <li>• Assist in the tracking of office progress towards developed strategic goals and performance measures.</li> <li>• Track assignment due dates and check on progress as needed with management and analysts regarding assignments given by or to the SSM II and SSM III.</li> <li>• Ensure that documents are in proper format before routing; prepare route slip and ensure correspondence adheres to the guidelines of the current departmental correspondence manual and/or departmental preference.</li> </ul>
15%	<b>FRONT COUNTER RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>• Provide front counter reception coverage as needed.</li> <li>• Receive incoming calls, email inquiries or walk-ins.</li> <li>• Explain, advise and assist candidates with the recruitment, hiring and selection process.</li> <li>• Process incoming and outgoing mail, email and faxes by date stamping when needed, for office;</li> <li>• Load boxes on cart and stack in storeroom (must be able to lift boxes up to 50 lbs.).</li> <li>• Copy and disseminate documents and data, printed materials, publications, letters, reports utilizing copy machines, fax machines, printers, scanners and email.</li> </ul>

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10%	<p><b>TIMEKEEPING RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Perform monthly timekeeping duties for OPOS, which includes sending email reminders to management and staff that timesheets are due.</li> <li>• Collect, coordinate, and track employee timesheets at the end of each pay period.</li> <li>• Audit timesheets for accuracy.</li> <li>• Perform as a team player in all aspects of work assignments and office duties.</li> </ul> <p><b>KNOWLEDGE OF COMPUTER APPLICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Microsoft Office Suite; including but not limited to Word, Access, Excel, Outlook, PowerPoint, Publisher and Visio.</li> </ul> <p><b>DESIRABLE QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Independent.</li> <li>• Excellent organization skills.</li> <li>• Attention to details.</li> <li>• Confidentiality due to nature of work projects.</li> <li>• Tactful and professional.</li> <li>• Open-minded and flexible to other ideas and solutions.</li> <li>• Excellent communication skills.</li> <li>• Working knowledge of computer applications – Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint, Internet Explorer).</li> <li>• Must type at a speed of not less than 40 words per minute (verified by typing certificate).</li> </ul> <p><b>INTERPERSONAL SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Works well with a team or group.</li> <li>• Takes and provides direction.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Office environment.</li> <li>• Business dress, according to current policy.</li> <li>• Extended periods of time in seated position.</li> <li>• Use computer and telephone in performing work.</li> <li>• Ability to handle stress.</li> <li>• Confidential and sensitive environment.</li> </ul>	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>		
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