

DUTY STATEMENT

OPOS 065-XXX-1139-XXX

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)
UNIT NAME AND CITY LOCATED Northern Selection Center (BIU) Central Selection Center BIU – Fresno Southern Selection Center BIU – Rancho Cucamonga	CLASS TITLE Office Technician (OT)
WORKING DAYS AND WORKING HOURS Monday through Friday 8 a.m. to 5 p.m.	SPECIFIC LOCATION ASSIGNED TO
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 065-XXX-1139-XXX

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 general supervision of the Correctional Lieutenant, Senior Background Investigator/Auditor, Office of Peace Officer Selection (OPOS), the Office Technician (T) will provide direct administrative support to the Correctional Lieutenants and Correctional Sergeants/Background Investigators in the completion of complex assignments involved in the administration of the various components of the California Department of Corrections and Rehabilitation peace officer selection process.

% 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. <i>(Use additional sheet if necessary)</i>
35%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>CLERICAL DUTIES:</p> <ul style="list-style-type: none"> Using a personal computer and related word processing, spreadsheet and database applications to develop forms, background investigation reports, expenditure reports, overtime report, productivity reports and assignment tracking forms/reports; maintaining a filing system of correspondence, files, forms and reports; maintaining and updating policy/procedure manuals and other State documents for the Selection Center, including the Department Operations Manual, State Administrative Manual, Director's Rules, Administrative Bulletins, and California Department of Human Resources manuals/documents. Typing background-related inquiries while working with and retaining confidential information and documentation.
30%	<p>PEACE OFFICER SELECTION PROCESS:</p> <ul style="list-style-type: none"> Receive, screen, and respond to inquiries from applicants, Department staff, other agencies and the general public regarding the selection process. Compose written responses to sensitive and/or complex inquiries for the Lieutenant's signature; researching and composing response letters to applicants regarding their status in the selection process. Assure timely and accurate completion of all mail control items. This includes receive, log and review responses for accuracy and compliance with the departmental clerical procedures; and report any late items. Type/prepare mail control items or assignments from the Correctional Lieutenant and other staff assigned.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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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
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DUTY STATEMENT

OPOS 065-556-1139-XXX

RPA- -

% 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. <i>(Use additional sheet if necessary)</i>
20%	<p>TIMEKEEPING DUTIES:</p> <ul style="list-style-type: none"> • The incumbent acts as unit Timekeeper, maintains records and verify information as it is entered by Personnel Transactions. • Process travel claims, advances, and revolving fund requests for staff. • Conduct and maintain a complete equipment inventory. • Coordination of maintenance personnel/vendor visits for required maintenance of office equipment.
10%	<p>LIVESCAN/SCHEDULING DUTIES:</p> <p>Maintain the Lieutenant's calendar and schedule appointments. Coordinate meetings for the Lieutenant and other Branch staff which include contacting participants, developing the required agenda and take, prepare and distribute meeting minutes. Perform Live Scan reprints.</p>
5%	<p>OTHER DUTIES:</p> <p>Receive, open, process and send mail. Maintain adequate supply levels, place orders timely, and complete all related accounting functions. Perform other related duties as required.</p> <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, PowerPoint, Internet) • Must type at a speed of not less than 40 words per minute (verified by typing certificate) <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Works well with a team or group • Receive and provide 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