

**DUTY STATEMENT**

OPOS 065-556-1139-004

(Rev. 2/13)

**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:

<b>DGS OFFICE OR CLIENT AGENCY</b> Office of Peace Officer Selection (OPOS)	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b>
<b>UNIT NAME AND CITY LOCATED</b> Peace Officer Appointment Section (POAS) Sacramento Psychological Screening Program (PSP)	<b>CLASS TITLE</b> Office Technician (Typing)
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 4:30 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> 065-556-1139-004

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.

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

Under the general direction of the Staff Services Manager I, Peace Officer Appointment Section (POAS), Psychological Screening Program, Office of Peace Officer Selection, the Office Technician (Typing) works with a high degree of independence performing a variety of advanced journey level clerical duties associated with the processing of candidates through the, psychological screening, and provides administrative support to the Staff Services Manager II relative to the daily operation of the POAS.

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% 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)
50%	<p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p><b>PSYCHOLOGICAL SCREENING PROGRAM:</b></p> <ul style="list-style-type: none"> <li>Process in-coming candidate POPE material from OPOS Testing Centers.</li> <li>Create psychological screening case files.</li> <li>Enter contract psychologists' availability schedule.</li> <li>Coordinate contract psychologists' and candidate scheduling.</li> <li>Image case file to psychologist prior to interview.</li> <li>Log/enter psychological evaluation results into database(s) and distribute to medical analysts.</li> <li>Copy treatment records.</li> <li>Maintain database(s) as it pertains to the PSP.</li> <li>Pull and file candidate written psychological test material.</li> <li>Copy and redact case files and documents.</li> <li>Scan and store written test material.</li> </ul>
25%	<p><b>KNOWLEDGE OF COMPUTER APPLICATIONS:</b></p> <ul style="list-style-type: none"> <li>Utilize a personal computer for the preparation and maintenance of Excel spreadsheets and Access database programs.</li> <li>Develop forms and workload tracking sheets.</li> <li>Develop status reports and other documents relative to the processing of candidates.</li> </ul>

25%

**POAS PROGRAM SUPPORT RESPONSIBILITIES:**

- Answer, screen and transfer inbound phone calls.
- Generate appropriate documents to candidates, contract psychologists and medical professionals.
- Refer sensitive and/or complex inquiries to the SSMI.
- Receive and direct visitors and clients.
- Maintain electronic and hard copy filing system.
- Retrieve documents from filing system.
- Handle requests for information and data.
- Prepare agenda for meetings and prepare schedules.
- Record, compile, transcribe and distribute minutes of meetings.
- Maintain equipment and supply inventories as needed for the performance of POAS functions.
- Process incoming mail and faxes.
- Purge files/documents according to retention schedule.
- Prepare, update, and revise POAS' Support Staff Operation Manual annually.
- Scan various documents to Sharepoint.
- Participate in the rotation of clerical duties.
- Other duties as required.

**DESIRABLE QUALIFICATIONS:**

- 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 written and oral communication skills.
- Working knowledge of computer applications – Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint, and Internet Explorer).
- Must type at a speed of not less than 40 works per minute (verified by typing certificate);
- Able to multi-task.

**INTERPERSONAL SKILLS:**

- Works well with a team or group.
- Able to receive verbal and written direction.

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:**

- Office environment.
- Business dress, according to duties performed.
- Extended periods of time in seated position.
- Use computer, telephone and other office equipment in performing work.
- Ability to handle stress.
- Infrequently lift boxes weighing up to 20 pounds.
- Pull medical files from 7' tall cabinets using a step stool
- Confidential and sensitive environment.

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

SUPERVISOR'S NAME (Print)

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