

CALIFORNIA CONSERVATION CORPS

**POSITION DUTY STATEMENT**

WORKING TITLE OF POSITION Office Technician (Typing)		REPORTING UNIT NUMBER 715	
DIVISION/BRANCH OR CENTER Region I		LOCATION Ukiah	
CLASS TITLE Office Technician (Typing)		POSITION NUMBER 533-715-1139-004	EFFECTIVE DATE 4/2017
NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

Under the direct supervision of the Administrative Officer (AO), the Office Technician performs the following clerical and timekeeping duties:

- 20%      Calculates and logs Corpsmember (CM) hours on a daily basis; completes Weekly Rosters (CCC 123) and records hours into CADCARS database for up to 80 CMs. Completes Leave Action (Std. 671) for CM overtime pay. Responsible for reporting hours worked for CMs to Headquarters on the first day of the pay period.
- 20%      Assists the AO to process and track fiscal and budgetary issues, including payment requests, invoices, contracts, travel advances, expense claims, revolving fund requests, computer data entry to include the Fiscal System, vendor contact, and research as necessary.
- 20%      Provides clerical support to the District Director, AO and Conservation Supervisor as needed.
- 10%      Responsible for CM payroll and personnel matters.
- 10%      Performs receptionist duties, including receiving and screening telephone calls, directing calls to the proper personnel, greeting the public and answering routine inquiries.
- 10%      Maintains personnel, confidential, and administrative files and reference materials. Acts as training coordinator for the center. Maintains policy manuals.
- 5%      Processes and submits CM separations, transfers, and tracks graduation dates. Collects CM gear upon separation. Tracks CM gear sheets and processes Employee Accounts Receivable Reports (CCC 9).
- 5%      Acts as a lead person to other clerical staff in the absence of the AO and on occasional special projects. Must be available to respond to emergencies.

I have read and understand these duties.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date