

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-
GOE -005

1. DGS OFFICE OR CLIENT AGENCY Little Hoover Commission	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Sacramento	3. CLASS TITLE Office Technician
4. WORKING HOURS/SCHEDULE TO BE WORKED 8 a.m. to 5 p.m.	5. SPECIFIC LOCATION ASSIGNED TO Sacramento
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 327-100-1247-002

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 WHO WORKS WITH YOU.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the supervision of the executive director and deputy executive director, the incumbent performs a variety of difficult clerical and typing duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks.

9. Percentage of time performing duties	10. 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>
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35%

ESSENTIAL FUNCTIONS

Provides clerical support to the executive director and deputy executive director by performing the following duties in accordance with internal office procedures/guidelines, at the direction of the executive director and deputy executive director:

- Makes arrangements for their activities, including reservations for lodging, transportation, parking space, meeting rooms and catering. Prepares and processes their travel expense claims.
- Establishes and maintains administrative files for the Executive Director in order to efficiently locate documents and reports as needed for Commission activities.
- Screens incoming correspondence and refers it to the appropriate staff members for reply. Reviews outgoing materials and correspondence by checking for correct format and grammar at the direction of the executive director and deputy executive director.
- Maintains daily with a high level of accuracy the Outlook Calendar in order for the executive director and deputy executive director to be aware of Commission activities, staff appointments and activities, in or away from the Commission office.

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

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

12. 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 to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

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35%	<p>ESSENTIAL FUNCTIONS (continued)</p> <p>Provides clerical support to the Commission by performing the following duties in accordance with internal office procedures/guidelines, at the direction of the executive director and deputy executive director and the lead of the associate governmental program analyst:</p> <ul style="list-style-type: none"> • Processes requests for Commission reports, including preparation of invoices, as necessary, in order for the Commission to be reimbursed for its printing costs. Maintains inventory of Commission reports for the purpose of knowing when to reorder more copies from the printer vendor. • Distributes public notices and press releases via U.S. mail or hand-delivery and/or electronically in order to alert public and press of upcoming Commission meetings. • Maintains computerized databases for Commission studies, which includes issue experts, public hearing witnesses, and advisory committee members; maintains public notice and press release distribution lists. • Compiles and assembles public hearing materials for Commissioners' monthly briefing binders and sends binders to Commissioners via U.S. mail, UPS or FedEx. • Makes lodging, travel and lunch arrangements for Commissioners, expert witnesses, and staff for the Commission business meetings, and processes their travel requests. • Attends Commission public hearings and business meetings in order to record witness testimony and discussions among Commissioners and in order to be available to provide support to the Commissioners, executive director, deputy executive director, and project managers. • Carts all public hearing materials and the Commission's tape recorder to the designated hearing room, which 95% of the time is held in the State Capitol, and sets up the room in preparation for the public hearing and business meeting. Sets up and clears up catered lunches during the business meeting. • Listens to audio tapes from Commission's monthly business meetings in order to accurately summarize the discussion and prepare the Minutes for the executive director's approval and inclusion in the Commissioners' public hearing briefing binders.
5%	<p>Provides customer service for the Commission by performing the following duties, in accordance with internal office procedures/guidelines and at the direction of the executive director and deputy executive director:</p> <ul style="list-style-type: none"> • Greets walk-in visitors at reception counter. Receives, date-stamps and distributes mail and other delivered documents to appropriate staff. • Answers Commission's six-line telephone system using a high degree of courtesy and tactfulness. Screens and directs calls to appropriate staff and takes messages, as necessary. • Processes outgoing mail via U.S. postal service, UPS or Fed Ex; and distributes documents electronically, by facsimile or in person, as requested by executive director and staff.

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25%	<p>MARGINAL FUNCTIONS</p> <p>Provides clerical support for the operation of the Commission office by performing the following duties, in accordance with internal office procedures/guidelines and at the direction of the executive director:</p> <ul style="list-style-type: none"> • Copies documents on photocopier for Commissioners, staff or public, as necessary for the public hearing binders, subcommittee and advisory committee meetings, as needed and requested by staff. • Processes travel expense claims for Commissioners, expert witnesses, and staff. • Delivers newly released Commission reports and other documents to members of the Legislature at the State Capitol and other state agency officials and public issue experts in the downtown Sacramento area. • Arranges maintenance and repair of office equipment, including the copier, fax machine, printer, and telephone system. • Maintains an inventory of necessary supplies for the efficient and effective operation of the Commission office. Prepares purchase orders in order to buy supplies and equipment for the Commission office, as needed.

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	<p>KNOWLEDGE, SKILLS AND ABILITIES Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.</p> <p>Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively.</p> <p>SPECIAL REQUIREMENT Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Education equivalent to completion of the twelfth grade. • Ability to organize and set priorities. • Ability to perform tasks with a high degree of accuracy. • Ability to use personal computer with particular proficiency using the Internet and WindowsXP software programs, including Microsoft Word and Outlook. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • A demonstrated interest in assuming increasing responsibility. <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Establish and maintain cooperative working relationships with staff and interact successfully in a team environment. • Interact well with Commissioners, the public, and representatives of other state agencies. • Ability to maintain required job schedule and an excellent attendance record. • Ability to focus attention on details and ability to follow work rules. • Strong organizational skills. • Ability to adapt easily to changing priorities and multiple deadlines. • Ability to handle sensitive and confidential assignments with diplomacy. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Being in an indoor office environment. • Frequent daily use of a personal computer and related software applications at a workstation. • May require lifting and transporting via a luggage cart various meeting materials that may weigh up to 25 lbs. • May require traveling locally and out-of-town. • May require overtime.