

Office Technician (Typing)

Permanent—Full-Time

Position Number 339-100-1139-900

Willing to downgrade to an Office Assistant for recruitment purposes

Office Technician (Typing)

Salary Range: \$2,809 – \$3,515

Office Assistant (Typing)

Salary Range: \$2,241 – \$2,806 (Range L)
\$2,429 – \$3,043 (Range M)

(Duties and level of supervision will be commensurate with the level of appointment.)

DUTIES: Under the general direction of Fiscal and Business Services Manager, the incumbent is responsible for administrative support by performing a variety of general office tasks including, but not limited to:

Administrative Support (60%)

- Assist the accounting office to reconcile Calcard Statements and invoices; review travel expense claims to ensure they are within state guidelines; prepare monthly taxable fringe benefit reports; and complete nights out town reporting.
- Type and edit procurement and contract documents and correspondence.
- Prepare and catalog newspaper clippings for executive office; maintain agency documents in active files and move older files to storage room based on preset criteria.
- Provide general administrative support to the Administration, Audit, and Investigation Divisions and to the Executive Office on an as needed basis such as making photocopies, maintain calendars for deputy state auditors, assisting the audit secretary with job start and/or data request letters, accepting meeting requests in audit secretary's absence, setting up the training room for training sessions, meetings, and other office functions.
- Act as chair/liaison for the annual California State Employees Charitable campaign; serve as cashier and registrar for office-related activities and events such as all-staff meetings, team building events, etc. Update phone directory and work hours information on intranet site as needed
- Process sale of and reconcile transit passes purchases during the employee discount sales period; and maintain tracking log of all passes sold for each month.
- Maintain monthly inventory report of all audit reports and keep the report rack in lobby stocked and organized.

Reception Desk Support (40%)

- Receive, screen, respond to or forward phone calls to appropriate staff; greet visitors in a professional manner; monitor the main entrance for visitors and provide assistance as necessary.
- Coordinate the check out of office equipment such as loaner key cards phones in a secure manner; follow-up with staff who have not returned such items; and maintain tracking system and inventory of items. Act as point of contact for vending machine maintenance, recycling, and shred-it vendors.
- Process all incoming mail and distribute mail to the correct staff member; maintain log of all "confidential" incoming mail; sign for and log all deliveries; and maintain delivery log. Process all outgoing mail. Maintain records on and arrange maintenance for postage meter. Keep up-to-date records on postal rates and regulations and maintain necessary supplies for outgoing mail; make arrangements for courier service deliveries as needed; maintain and reconcile the courier service log.
- Maintain calendar for team rooms and conference rooms; and resolve any logistical issues that may arise.

Desirable Qualifications:

- Ability to work 8:00 a.m. to 5:00 p.m., Monday through Friday.
- Experience answering, screening and transferring multiple incoming phone calls using an excellent command of telephone etiquette.
- Ability to manage multiple priorities.
- Ability to effectively communicate both orally and in writing.
- Knowledge of proper grammar, punctuation, spelling, capitalization and sentence structure.
- Knowledge of modern office methods and equipment, including experience with personal computers utilizing Microsoft Outlook, Word, and Excel.
- Ability to interact with individuals at all levels in a professional manner.
- Possession of excellent work habits including dependability, good attendance, and punctuality.
- Experience working well under pressure and maintain focus with frequent interruptions.

Special Requirements:

The position requires the ability to type at a minimum speed of 40 words per minute. You must obtain a valid typing certificate to be hired for this position. If you do not have a valid typing certificate, you will be scheduled to take the typing test. The required typing speed must be achieved on the typing test prior to being hired.

Position may require occasional lifting of 10-25 pounds.

HOW TO APPLY:

There are two options to submit an application for this position.

1. Apply electronically through your CalCareer account at www.jobs.ca.gov
or
2. Mail a signed standard state application (Std. 678) to the address below.

Location

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact

Marya Liberty
(916) 445-0255, ext. 215
MaryaL@auditor.ca.gov

FINAL FILING DATE: MARCH 2, 2016

Applications submitted electronically through your CalCareer account must be received by 11:59 p.m. PST on the final filing date. Mailed applications must be postmarked by the final filing date. **Late Applications will not be accepted for any reason.**

SELECTION PROCESS: Current state employees with status in the Office Technician or Office Assistant classification, lateral transfers from equivalent classifications, former state employees who can reinstate into either classification or persons who are reachable on a current employment list for either classification may apply. **Emailed applications will NOT be accepted.** All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed.

Any applicant receiving a conditional job offer will be subject to a background check, fingerprinting and an inquiry to the CA Department of Justice to disclose criminal records prior to appointment.

All State Auditor's Office employees are excluded from collective bargaining.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.