



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Office Technician (Typing)

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$2,921 - \$3,656

LOCATION: Contracts, Grants and Loans Office, Financial Services Branch
Sacramento, CA

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES: Under the general direction of the Staff Services Manager I (Supervisory), in the Contracts, Grants and Loans Office, the incumbent performs the most complex clerical and technical support duties for a staff of agreement analysts and Staff Services Managers (Supervisory). The incumbent is responsible for the general office functions. The incumbent is also responsible for maintaining and updating the Contracts, Grants and Loans Office's databases, and serves as timekeeper for the Financial Services Branch.

The incumbent interfaces with representatives in all divisions and offices within the Commission. The incumbent also has contact with other departments and control agencies, and the general public. The incumbent performs a full range of duties within the Contracts, Grants and Loans Office, and is required to exercise initiative and independence in successfully completing assignments and managing the daily contract, grant and loan workload. The incumbent may also provide clerical support services for other offices as necessary and as time permits.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have

- Superior word processing skills using Microsoft Office (Word, Excel, etc.)
- Excellent communication skills
- Superior organizational skills and follow through of actions
- Outstanding attendance, punctuality and dependability
- Ability to be a team player, working effectively with co-workers and supervisor
- Ability to work under pressure and shift priorities
- Ability to demonstrate a high degree of independence, initiative and originality in performing duties in a very busy office
- Ability to produce highly accurate work products

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678, along with RPA #202-168 and Position #202-1139-804 in the explanation section of the application. Applicants will be screened for experience and only the most qualified will be contacted for an interview.

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #202-168
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922