



JOB OPPORTUNITY BULLETIN

CLASSIFICATION:	Office Technician (Typing)
TENURE:	Permanent
TIME BASE:	Full Time
SALARY:	\$2,921.00 - \$3,656.00
LOCATION:	Efficiency Division, Building Standards Office
FINAL FILING DATE:	Until Filled

The California Energy Commission's Building Standards Office is looking for a dynamic and highly motivated individual who is interested in helping Californians continue to have energy choices that are affordable, reliable, and environmentally acceptable. If you are looking to work for an organization that encourages creativity and supports a cooperative work environment, look no further. Be a part of a team who is key to California's strategy to address climate change. If you have excellent interpersonal, organizational, as well as excellent written and oral presentation skills, we encourage you to apply.

The Commission is a diverse, family-friendly organization. We are conveniently located at 1516 9th Street. The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>.

DUTIES/RESPONSIBILITIES:

- Perform all secretarial duties for the Manager. Responsibilities will include independently composing correspondence for the Manager's signature by gathering and compiling data from technical and administrative staff; screening and arranging in priority order the Manager's incoming correspondence; maintaining an extensive appointment calendar for appointments, meetings, hearings, speaking engagements, and travel. Develop and maintain various control systems. Perform all timekeeper duties for the Building Standards Office.
- Provide secretarial support for the Building Standards Office staff. Duties include typing highly technical and administrative reports, charts, letters, and memorandum from rough draft to final form; reviewing outgoing correspondence for correct format, grammar, and spelling; coordinate with other division clerical staff to ensure consistency in style, format and word processing language. In addition, ensure that all deadlines are met, Energy Commission policies and procedures are followed, typing is completed quickly and cordially, and files are neat and well organized. Provide back-up to the other clerical support staff in the Efficiency Division as necessary.
- Make all training and travel arrangements for in-state and out-of-state, prepare all necessary documents including travel justifications and travel expense reports within established state guidelines.
- Deal effectively and tactfully on the telephone or in person with a wide variety of public, state and local contacts, providing answers to general questions regarding specific office programs or referring these contacts to appropriate office staff for technical information. Maintain good public relations by establishing a tracking system to assure answers are provided in a timely basis.
- Establish and maintain a correspondence control system, keeping track of the priorities and status of correspondence, establish due dates, and reports to the Manager on correspondence progress. Establish and maintain detailed confidential and administrative files for the Manager on numerous office programs and projects.
- Perform other duties as required consistent with the specifications of this classification.



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DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent organizational skills and ability to prioritize and schedule work effectively.
- Ability to follow oral and/or written instructions.
- Ability to accurately analyze and evaluate problems and situations and then take effective action.
- Ability to work independently under pressure and time constraints while effectively handling changing priorities.
- Ability to work cooperatively and professionally with a variety of people and diverse technical staff.
- Ability to communicate ideas and thoughts effectively, both orally and in writing.
- Ability to handle sensitive and confidential assignments with tact, discretion and diplomacy.
- Ability to utilize interpersonal skills to establish and maintain a positive work environment and cooperative working relationships.
- Excellent attendance, punctuality, dependability and telephone etiquette.
- Proficiency in spelling, grammar and proofreading.
- Accurate typing at a speed of at least 45 words per minute.
- Experience and intermediate to advanced skills with, Microsoft Word, Microsoft Excel, Microsoft Access, and Visio.

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #430-342 and Position #535-430-1139-801 in the "Explanation Section" of the STD 678.** A separate application is required for each position. Resumes are welcomed but do not take the place of the completed State Application STD 678. Will consider a Training and Development (T&D) Assignment. Applications will be screened for experience and only the most qualified will be contacted for an interview. **NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.**

***Please Note:** Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #430-342
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