

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

Classification: Office Technician (Typing)	Position No. 430-1139-801
CBID: R04	Office: Existing Buildings and Compliance
Date Prepared: January 30, 2018	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Office Technician (Typing) is under the direction of the Energy Resources Specialist III, Managerial (Manager) in the Building Standards Office in the Efficiency Division. The incumbent will provide clerical support for the Manager and office staff. Primary support will be assisting the Manager with the operation and performance of administrative and technical tasks relevant to the projects and programs assigned to the Building Standards Office. The incumbent will regularly perform a variety of the most difficult clerical duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks.

WORKING CONDITIONS: The work is performed primarily in an office, conference room, and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in kick-off meetings, workshops, and hearings. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as Microsoft Office (Word, Excel, Outlook, and PowerPoint), WebEx, and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 40% 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. (E)
- 30% 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. (E)
- 10% 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. (E)

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- 10% 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. (E)
- 5% 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. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES

I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position

Vacant _____ Office Technician (Typing)	Christopher Meyer _____ Energy Resource Specialist III (Managerial)
Date	Date