



CLASSIFICATION: Office Technician
TENURE: Permanent
TIME BASE: Full Time
SALARY: \$2921.00 - \$3656.00
LOCATION: Renewable Energy Division
Sacramento, CA

FINAL FILING DATE: **Until Filled**

ABOUT THE DIVISION:

Established in 1974, the California Energy Commission is the state's primary energy policy and planning agency. Located in vibrant downtown Sacramento, within walking distance from light-rail, the state Capitol, and other amenities, the California Energy Commission is advancing many of the state's cutting edge energy and climate programs and policies. The Renewable Energy Division at the California Energy Commission is committed to expanding the use of renewable energy in California in a way that maximizes the economic, environmental, and grid-reliability benefits to all Californians.

DUTIES/RESPONSIBILITIES:

The California Energy Commission's Renewable Energy Division is looking for a dynamic, highly motivated individual who is passionate about making a difference in the lives of Californians by implementing and promoting renewable energy policies and activities.

Under the general direction of the Energy Resources Specialist III (M)/Office Manager of the Renewable Energy Office in the Renewable Energy Division, the Office Technician provides administrative and secretarial support for the Deputy Director, Office Manager, Supervisors and Renewable Energy Office staff. Primary support will be in assisting the Office Manager with the operation and performance of administrative and technical tasks that relate to projects and programs within the office. The Office Technician is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent attention to detail
- Ability to communicate effectively both orally and in writing
- Ability to work independently and in a team environment

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will be accepted. Training and Development Assignments may be considered. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #510-313 and Position #5100-1139-001 in the explanation section of the STD. 678.**

Applications will be screened and only the most qualified will be contacted for an interview.

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.*

SUBMIT APPLICATIONS TO:

California Energy Commission
Attn: (RPA 510-313)
1516 9th Street, MS-3
Sacramento, CA 95814

View full Duty Statements:

<http://www.energy.ca.gov/careers/jobs.html>

For additional questions regarding this recruitment, you may contact (916) 653-4521 or email personnelservices@energy.ca.gov.

California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922