



<b>Classification:</b> Office Technician (Typing)	<b>Position No.</b> 6000-1139-002
<b>CBID:</b> R04	<b>Office:</b> Emerging Fuels & Technologies
<b>Date Prepared:</b> January 25, 2018	<b>Division:</b> Fuels and Transportation
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

**POSITION DESCRIPTION:** Under the general direction of the Deputy Director of the Fuels and Transportation Division (Division), the incumbent will provide clerical support for the Deputy Director and the Division staff. Primary support will be assisting the Deputy Director with the scheduling of meetings as well as performance of administrative and technical tasks relevant to the projects and programs assigned to the Division. The incumbent must consistently demonstrate a high degree of initiative, independence, teamwork and originality in performing general office duties.

**WORKING CONDITIONS:** The work is performed in an indoor office environment. Additional hours beyond an eight-hour workday or forty-hour workweek may occasionally be required. 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 word processing, spreadsheet and data management programs, electronic mail and Internet browsers.

**DUTIES AND RESPONSIBILITIES:**

- 45% Provide clerical support to the Deputy Director and Division administrative staff for the projects and programs assigned to the Division. The incumbent independently composes correspondence for the Deputy's signature on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the division; screens and arranges in priority order incoming correspondence, referring to the appropriate staff member for reply, and following up to ensure that deadlines are met; maintains extensive appointment calendar for meetings, hearings, speaking engagements, and when appropriate prepare agendas. Reviews and edits outgoing correspondence prepared by other staff members for the Deputy Director's signature for consistency with administrative policy as well as for understandability, format, grammatical construction, and clerical error. Makes all travel arrangements for in-state and out-of-state travel, prepares all necessary documents including travel justifications within established state guidelines and travel expense reports. Relieves management staff of routine office details and maintains confidential and administrative files. (E)
- 30% Works with other office support staff to provide clerical and computer support to professional staff within the Division. The incumbent types technical reports, charts, letters,



and memorandum from material received as a verbal request, raw data or keyed information using word processing software on a personal computer; reviews and edits all correspondence for consistency with format, content, and grammatical construction; formats, proofs, edits, and makes corrections in spelling, grammar, and punctuation on all assignments; maintains information stored on the personal computer; ensures that established Commission policies and procedures are followed in the preparation, review and approval of all written material prepared by staff; and coordinates all travel arrangements of technical staff using established state guidelines; prepares all necessary documents; makes airline, lodging, and rental car reservations; and assists staff in completing travel expense claims in a timely manner. (E)

- 10% Work as a member of a team, with other clerical support staff, in assisting in the operation and performance of administrative and technical tasks relevant to the projects and programs assigned to the Fuels and Transportation Division; deal effectively and tactfully on the telephone or in person with a wide variety of public, state, and local contacts; and provides answers to general questions using personal familiarity with the office's programs, or when appropriate refer inquiries for specific technical information to appropriate staff. (E)
- 5% Incumbent will keep the Office staff informed on new or revised procedures or policies. It is the responsibility of the Office Technician to quickly disseminate any State, Commission, Division, or Office change in procedures or policies to all office staff. Prepare and modify, as needed a procedure manual for reference by all office staff. (E)
- 5% Perform timekeeper functions for the Division admin office and inform staff of any changes in State or Commission policies or procedures. The incumbent also provides support services to the Deputy Director, ERS III Managers and Supervisors in processing various personnel documents. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

<b>SIGNATURES</b>	
<b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b>	
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VACANT Office Technician (Typing)	JOHN KATO Deputy Director
Date	Date