

# California Energy Commission



## JOB OPPORTUNITY BULLETIN

<b>CLASSIFICATION:</b>	<b>Office Technician (Typing)</b>
<b>TENURE/TIME BASE:</b>	Permanent/Full Time
<b>SALARY:</b>	\$2,809 - \$3,515
<b>LOCATION:</b>	Energy Assessments Division, Demand Analysis Office Sacramento
<b>FINAL FILING DATE:</b>	<b>Until Filled</b>

### **DUTIES/RESPONSIBILITIES:**

The mission of the Energy Assessments Division (EAD) is to conduct assessments of California's electricity, natural gas, petroleum, and transportation systems and trends and to provide that information to the state's decision makers and the public. This information assists these and other stakeholders to develop energy policies that balance the need for adequate resources with economic, public health, safety, and environmental goals. The division's emphasis is on building staff capabilities in the latest modeling and analytical techniques.

Under the supervision of the Manager, Demand Analysis Office (DAO) within the EAD, the incumbent independently performs the most complex clerical and technical support duties for the Office Manager, five supervisors, and a staff of professional energy analysts, specialists and engineers. The incumbent will interface with a variety of staff within EAD and the Energy Commission, either while providing support to or representing the DAO, or working with other EAD or Energy Commission staff on coordinated projects. The incumbent also interfaces with individuals and entities external to the Energy Commission. Examples of duties performed by the Office Technician:

- Performs independently complex, technically advanced clerical support duties for the DAO.
- Reviews, edits, types, and also prepares tables, charts, and graphs for DAO's written reports.
- Reviews outgoing correspondence and documents for consistency, format, and grammatical construction.
- Prepares correspondence and also provides justifications as needed for administrative matters.
- Maintains tracking and filing systems for administrative and other DAO documents and reports.
- Makes in-state and out-of-state travel arrangements for office staff.

### **DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Ability to work independently.
- Ability and willingness to represent the DAO in a professional manner.
- Ability to understand the work of the DAO and to handle inquiries by providing appropriate information or directing to appropriate staff.
- Proficiency in Microsoft Office Suite products; e.g., WORD, Excel, and PowerPoint programs.
- Accurate typing and proofreading skills.
- Excellent interpersonal skills and the ability to successfully work within a larger team environment

**WHO MAY APPLY:** Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the State Restriction of Appointments (SROA) process: SROA/SURPLUS/ REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

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 not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #820-408 and Position #820-1139-802 in the “Explanation Section” of the STD. 678.**

***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:**

Personnel Services Office  
ATTN: RPA #820-408  
1516 9<sup>th</sup> 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) 654-4305 or email [personnel@energy.ca.gov](mailto:personnel@energy.ca.gov).***

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