Classification: Office Technician (Typing)
Title: Office Technician (Typing)
Permanent, Full-Time
Salary: $3,038.00 - $3,802.00
Posted: August 14, 2018

Not Your Average State Agency

The California Student Aid Commission (CSAC) is the principal state agency responsible for administering $2.2 billion dollars in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Our Mission is to make education beyond high school financially accessible to all Californians.

We are located in Rancho Cordova, in a great office complex near Zinfandel and Hwy. 50. There is plenty of parking and it is free!

Highlights of the Job

Under general supervision of the Chief Deputy Director, and working with the Assistant to the Executive Director, who will function as lead, the Office Technician (OT) is responsible for independently performing a wide variety of clerical and technical tasks in the Executive Office. In addition, the OT will provide support to a multi-disciplinary team in performing a wide variety of administrative functions. The incumbent must exercise discretion and act with necessary professionalism on sensitive, confidential and complex matters. The incumbent must communicate effectively and professionally by phone and in person to employees and various levels of management. The incumbent must be able to adapt to changing priorities and learn the procedures and protocols required to address the situation at hand. The incumbent must demonstrate a high degree of independence and good judgment, as well as the ability to work effectively with others. The incumbent must also possess knowledge and demonstrated ability with office automation tools (i.e. Microsoft Word, Outlook, Excel, PowerPoint, Adobe Acrobat, Visio, etc.), proofreading, and editing skills in addition to knowledge of and adherence to office procedures.

Minimum Qualifications

Type at a speed of not less than 40 wpm

http://www.calhr.ca.gov/state-hr-professionals/pages/1441.aspx

Preferred Qualifications

- Outstanding communication and interpersonal skills;
- Knowledge of, and demonstrated ability, with office automation tools, such as Microsoft Word, Outlook, Excel, PowerPoint, Adobe Acrobat, Visio, etc.
- Ability to use good judgment, act professionally, and perform duties independently, as needed.
- Willingness to learn new things, including gaining knowledge of the Commission's and State's policies and procedures.
- Accountability to assignments and reliable attendance.

Who Should Apply

Applicants must have current list eligibility for appointment to this class, currently a State employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 25), or currently in an Office Technician (T) position. All methods of appointments, including Training and Development (T&D) Assignments and all tenures and time bases will be considered. Appointment is subject to SROA/Surplus provisions. SROA and Surplus candidates are encouraged to apply. Surplus candidates must submit a copy of their surplus status letter.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx and enter the classification code or classification title you wish to review. In addition, please attach all required supporting documents (i.e. transcripts/diploma, license, and/or required certificate) to your application.

Eligibility is determined by the completed information on your Std. 678 and/or résumés; please ensure applications and/or résumés contain completed information or your application may not be accepted.

How to Apply/Final Filing Date

Please reference **RPA #18-009**, **JC-122955**, **Position #270-730-1139-XXX**, Office Technician (T), in the 'Job Title' section on the application, Std. 678. Please clearly state basis for eligibility on your application (i.e., SROA, Surplus, Re-employment, reinstatement, transfer, list eligibility, or Training & Development Assignment). College transcripts may need to be submitted with your application, to verify the educational requirements of the class, if applicable. Please refer to the “minimum qualifications" to determine whether transcripts may be needed. Applications **will not** be accepted by fax or email.

Electronic submission of applications and résumés, through your CalCareer account at www.jobs.ca.gov, is preferred and will be accepted until **September 5, 2018**. If you need assistance with the electronic application process, please contact the Personnel Office by email at Personnel@csac.ca.gov. If you are unable to submit your application and résumé electronically, you may submit them by mail or in person to:

CA Student Aid Commission
P.O. Box 3210
Rancho Cordova, CA 95741-3210
Attn: Personnel-Recruitment

CA Student Aid Commission
11040 White Rock Rd.
Rancho Cordova, CA 95670
Attn: Personnel-Recruitment

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, DISABILITY (MENTAL AND PHYSICAL), GENDER, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), OR SEXUAL ORENTATION OF ANY PERSON.

IT IS AN OBJECTION OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE. THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVAN.

CALIFORNIA STUDENT AID COMMISSION

DUTY STATEMENT

I. Position Identification:

Employee Name:	**Vacant**
Classification:	**Office Technician (Typing)**
Working Title:	**Office Technician (Typing**
Position Number:	**270-730-1139-001**
Location:	**Sacramento**
License or Other Requirement:	**N/A**
Date Prepared:	**August 1, 2018**
Effective Date:	**TBD**

Function: ***(Summary of Responsibilities)***

Under general supervision of the Chief Deputy Director, and working with the Assistant to the Executive Director, who will function as the lead for the Executive Office administrative functions, the Office Technician (OT) is responsible for independently performing a wide variety of clerical and technical tasks on sensitive, confidential and complex matters and on routine matters. In addition, the OT will provide support to a multi-disciplinary team by performing a wide variety of administrative functions. The OT must exhibit an ability to balance multiple tasks and assignments, to adapt to changing priorities, and to learn the procedures and protocols required to address the situation at hand. The OT must demonstrate a high degree of professionalism appropriate to an executive office, a high degree of independence and good judgment, as well as the ability to work effectively with others. The OT must demonstrate outstanding interpersonal and communication skills. The OT must also possess knowledge and demonstrated ability with office automation tools (i.e. Microsoft Word, Outlook, Excel, PowerPoint, Adobe Acrobat, Visio, etc.), proofreading, and editing skills in addition to knowledge of and adherence to office procedures.

Reporting Relationships:

Reports directly to the Chief Deputy Director and works with the Assistant to the Executive Director, who will function as the lead for the Executive Office administrative functions.

II. Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission's central mission is to make education beyond high school financially accessible to all Californians.

The California Student Aid Commission (CSAC) Executive Office provides policy and administrative support for Commission members and the agency's Division Chiefs.

III. Essential and Non-Essential Job Functions*:

Essential Functions:

Candidates must be able to perform the following functions with or without reasonable accommodations.

35% Prepare, review and format correspondence, forms, letters, memos, agendas, reports, spreadsheets, PowerPoint presentations, and charts. Track controlled correspondence for signature, including, but not limited to, legislative bill analyses, Action Item documents, reports, spreadsheets and other program documents. Assist with making copies, creating files and filing as needed, providing staff with assignment due date reminders, and providing status of assignments to the Chief Deputy Director. Create, track, and maintain electronic spreadsheets of staff assignments to include updating the status of assignments and keeping staff on track.

25% Provide clerical support in the Executive Office for time sheets, training requests, miscellaneous requisitions, and travel arrangments, including preparing training request forms, requisitions for general purchasing requests, and travel expense claims, which includes editing and proofreading travel expense claims prior to submission. Order and maintain office supplies for the Executive Office, including preparing procurement documents. Act as the liaison with Business Services and IT regarding building maintenance issues and IT services for the Executive Office.

20% Schedule meetings and conference rooms; send out meeting notices to staff, including adjusting meeting times/dates/locations, when necessary. Arrange meetings, prepare meeting agendas, and record meeting minutes. Assist with special projects, as appropriate. Track and file documentation accurately; keep all binders, files, and necessary updates to the “G” drive current. Provide administrative support for Commission meetings and Student Aid Commission special staff events; coordinate travel when necessary to ensure administrative support is available before, during, and after the events, meetings and conferences as needed.

15% Provide Executive Office telephone coverage. Provide reception desk telephone coverage during Commission meetings and other meetings held and open to the public or other participants. Develop, maintain, and apply a high degree of knowledge of the Commission as well as State policies and procedures. Assist in obtaining information from and contributing to the Commission’s intranet and internet sites to be utilized within the Division.

Non-Essential Functions:

5% Perform other duties as required.

IV. ADA Requirement:

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.

V. Physical Requirements:

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. These job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods while using a personal computer or reviewing documents and working papers.

VI. Working Conditions:

Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site meeting locations.

VII. Attendance:

Must maintain regular and acceptable attendance.

VIII. Signature

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this Duty Statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

As an employee of the CA Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

Employee Signature	Date	Supervisor Signature	Date

*Duties of this position are subject to change and may be revised as needed or required.