



Classification: Office Technician (Typing)

Title: Office Technician (Typing)

Salary: \$3,038.00 - \$3,802.00 base bay (\$17.53 - \$21.93 hourly)

Posted: 12/3/2018

Tenure/Time Base: Permanent, Intermittent *****(Up to 1,500 hours in a calendar year maximum)*****

Not Your Average State Agency

The California Student Aid Commission (CSAC) is the principal state agency responsible for administering \$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

- Independently provide administrative support clerical and technical duties for the Fiscal and Administrative Services Division.
- Prepare, edit, review, and format correspondence for Division managerial staff, including, memos, letters, spreadsheets, reports, charts, and forms.
- Follow processes and procedures as it relates to the correspondence generated for the Division, and provide guidance for the CA Student Aid Commission and the Administrative Division for the applicable processes.

Minimum Qualifications

<http://www.calhr.ca.gov/state-hr-professionals/Pages/1441.aspx>.

- Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material is required, with valid typing certificate.

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 and perform duties independently, as needed.
- Willingness to learn new things, including gaining knowledge of the Commission and State policies and procedures.
- Accountability to assignments and reliable attendance.
- Ability to keep sensitive and personnel related issues highly confidential.

Cover Letter

Candidates are required to submit a one page cover letter. The cover letter should be a narrative discussion of how the candidates' experience (and education if applicable and based on the minimum qualifications) qualifies them for this position and as outlined in the duty statement. The cover letter should be typed and no more than one page. Applications received without a cover letter will be rejected. Please clearly state which document is the cover letter. A résumé and/or résumé format is not considered the cover letter.

Who Should Apply

Applicants who are interested in working as an intermittent employee. Intermittent employees may work up to 1,500 hours in any calendar year maximum and the number of hours and schedule of work shall be determined based upon the operational needs of each department.

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 250), or currently in an Office Technician (Typing) position. Applications will be screened and only those that best meet the requirements of the job will be considered. Other methods of appointment may be considered such as Training & Development Assignments (T&D). Appointment is subject to SROA/Surplus provisions and candidates are encouraged to apply. Surplus candidates must attach a copy 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.

How to Apply/Final Filing Date

Applications, résumés, and cover letters will be accepted through **December 13, 2018** and can be submitted electronically through the CalHR Cal Career Jobs website at www.jobs.ca.gov. Résumés are optional; however, the Standard 678 Employment Application is required.

Please reference **RPA #18-033, JC #136501, Position # 270-734-1139-XXX, Office Technician (Typing) P.I.**, 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 e-mail and it is preferred to submit your application through the CalHR Cal Career Jobs website. Please contact Personnel@csac.ca.gov if assistance is needed with the electronic process. If you are unable to submit electronically, you may submit your application and résumé by mail or in person to:

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

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

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.

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 ORIENTATION OF ANY PERSON.

IT IS THE OBJECTIVE 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 SERVANTS.



CALIFORNIA STUDENT AID COMMISSION

DUTY STATEMENT

I. Position Identification:

Employee Name:	Vacant
Classification:	Office Technician (Typing)
Working Title:	Office Technician (Typing)
Position Number:	270-734-1139-XXX (Perm, Intermittent)
Location:	11040 White Rock Rd. Rancho Cordova, CA 95670
License/Other Requirement:	N/A
Date Prepared:	November 19, 2018
Effective Date:	TBD

Function: *(Summary of Responsibilities)*

Under the general supervision of the Deputy Director of Administration, the Office Technician (OT) is responsible for independently performing a wide variety of clerical and technical tasks. In addition, the OT will provide support to a multi-disciplinary team in performing a variety of administrative functions in the Division. The OT must exhibit an ability 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 OT must possess outstanding interpersonal and communication skills to fulfill the needs of the Division as a whole. 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.

Reporting Relationships:

Reports directly to: Deputy Director of Administration.

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.

III. Essential and Non-Essential Job Functions:

Essential Functions:

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

- *Exists to perform the function*
- *Limited numbers of employees available to perform function*
- *Highly specialized function*
- *Removal of function would fundamentally alter the job*
- *Must be able to perform with or without reasonable accommodation*

- 40% Provide clerical support to the Division's Deputy Director and Managers. Schedule Division staff meetings for conference rooms by utilizing the Office 365 calendar system; send out meeting notices for Division staff including adjusting meeting times/dates/locations, when necessary. Arrange staff meetings, prepare meeting agendas, and record meeting minutes. Assist all Division management with special projects as appropriate. Track and file documentation accurately; keep all binders, files, and necessary updates to the "G" drive current. Independently format letters and make recommended edits from Division management staff to forms, letters, memos, agendas, reports, spreadsheets, PowerPoint presentations and charts; track controlled correspondence for signature. Responsible for making multiple copies of documents, packets, etc. when requested.
- 20% Process, prepare and track security cards and training requests in coordination with the Business Services and the Human Resources Units for the Commission. This includes but is not limited to; photo taking, card development, document processing, and database updating with appropriate management approval.
- 20% Act as the Business Services Unit's Office Supply Coordinator. Maintain stock for each of the Commission's four Division's supply cabinets and the Commission's office supply cache. Coordinate general supply ordering for the Commission, including but not limited to; the drafting of documentation, acquiring quotes if necessary, and emailing staff regarding supply orders. Coordinate and attend supply ordering meetings with Division Supply Liaisons.
- 15% 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. Provide reception desk and telephone coverage for the Commission as needed, including during Commission and Financial Aid Advisory Board Meetings along with other meetings held and open to the public. Answer the front and back doors as needed. 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:

- *Secondary to essential functions*
- *Function is a minimal part of the job*
- *Make up remaining duties of the position*
- *Can be absorbed by another staff person*

- 5% Process monthly updates to the State of California Online Directory for the Commission. 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 of time 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).

Professional Conduct: 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.