JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Office Assistant (Typing)	**2010-1379-xxx**	**50001580**	**I**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
		Operations and Maintenance/OCO/Admin Support

COLLECTIVE BARGAINING IDENTIFIER

☐ Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☑ Rank and File BU: **4**

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**James Carroll**	**Staff Services Manager I**

APPROVED BY (Personnel Analyst's Name)	DATE
JCM	**02/23/2011**

Percent of Time	*Activity*
	POSITION SUMMARY **Under close supervision of the Staff Services Manager I, provide clerical support to the Operations Control Office and act as Office Receptionist. This position requires initiative, tact, and good judgement in performing assigned tasks specifically with typing or duplicating confidential or sensitive documents.** **ESSENTIAL FUNCTIONS** **This position requires that the incumbent work cooperatively with others, maintain regular consistent, predictable attendance, an ability to adapt to changing work situations based on the operational needs. The incumbent must possess the ability to communicate effectively and must have good computer skills. The specific essential functions of this position are as follows:**
40%	**Type and prepare routine correspondence, using a personal computer, such as memos, reports, tables, budget documents, contracts and interagency agreements. Proofread and finalize materials in conformance with Department and office standards. Duplicate and distribute documents within assigned deadlines.**
30%	**Serve as the Office Receptionist. Answer telephone and provide general information or refer caller to appropriate staff. Receive, sort, and distribute all incoming mail according to necessary action. Using a personal computer, update and maintain assignment and issue log routed through the Division for review and approval. Maintain and stock general office supply cabinet. Prepare requisitions and supply reservations. Maintain and update the Division's phone listing. Check out vehicles, parking passes, projectors, and lap top computers to staff; reserve conference rooms.**
20%	**Schedule meetings and complete arrangements for meetings or conference rooms. Make necessary travel arrangements, such as airline reservations, hotel accommodations, and car rental reservations for staff. Prepare Travel Expense Claims for staff and route for signatures. Provide backup for other support staff within Division.**

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
James Carroll	➢	

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
	➢	

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Percent of Time	*Activity*
10%	**Prepare A&D packages for assigned units and schedule meetings between employee and supervisor. Prepare separate A&D packages for Represented Employees, Manager/Supervisor/Confidential Employees and Probationary Employees. Track completion of forms to ensure Division deadlines are met and all forms are completed in a timely manner. When appropriate, type final comments to forms and route forms for final approval signatures. Pick up and deliver documents to DWR Headquarters which requires driving a vehicle.** **SPECIAL REQUIREMENTS** **The required hours for this position are 8:00 a.m. to 5:00 p.m. Monday through Friday to provide phone coverage for the Division. May be required to move up to 25 pounds. Must have stamina and the ability to sit at a desk and/or computer for extended periods. Manual dexterity is required to operate various office machines, including personal computer, typewriter, facsimile, and copy machine to produce, compile and distribute documents. A valid California Driver's License is required.**