



## BOARD OF STATE AND COMMUNITY CORRECTIONS

*Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055.*

**Position:** (5832)  
Office Technician (Typing)

**Position #:**  
917-194-1139-XXX

**Salary Range:**  
\$2,809 - \$3,515

**Issue Date:**  
July 28, 2016

**Contact:**  
Stefanie Reyes  
(916) 322-8022  
stefanie.reyes@bscc.ca.gov

**Location:**  
Board of State and  
Community Corrections  
2590 Venture Oaks Way, Ste. 200  
Sacramento, CA 95833

**Final Filing Date:**  
August 11, 2016

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State Application and Resume to:**

BOARD OF STATE AND  
COMMUNITY CORRECTIONS  
ATTN: Stefanie Reyes  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833

**Please write "917-194-1139-XXX" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.**

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

*Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.*

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

**Interested candidates must submit a valid typing certificate.**

### **Scope of Position:**

Under the supervision of the Office Services Supervisor II, performs advanced, journey-level, clerical support functions for Executive Steering Committee (ESC) and Workgroups advanced journey level in highly sensitive, difficult administrative areas. The incumbent is expected to exercise a high degree of initiative, independence and originality in performing assigned tasks.

### **Duties and Responsibilities:**

(Candidates must perform the following functions with or without reasonable accommodations.)

- Prepare agendas and background materials for meetings, and distribute in accordance with public notice requirements. Arrange meeting locations and conference rooms throughout the state; prepare necessary agendas and related materials requiring little to no review/edits; make travel arrangements; arrange transportation to/from committee meetings; and process associated travel expense claims for the ESC Workgroup and committee members. Must be present, and available, during any scheduled ESC or Workgroup meeting to provide support and assistance to members, staff, management, etc.
- Review and distribute incoming correspondence to appropriate staff members for reply, and follow up to ensure that deadlines are met. Arrange correspondence for response of priority with appropriate background material attached for reference; independently, or in accordance with general instructions, compose correspondence on a wide range of subjects requiring a thorough knowledge of policies and procedures.
- Communicate effectively in receiving and screening a variety of telephone calls, visitors and routine correspondence using discretion, tact, and good judgment to provide information and assistance to inquiries from ESC and Workgroup members.
- Other duties as required: Provide back-up coverage to support staff. Attend workgroup and committee meetings (e.g., advisory committees, task force committees, and ad-hoc committees) and transcribe minutes from recorded information to distribute to staff and members.

*The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, 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), and sexual orientation. Rev. 11/15*