



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: (6214)
Office Assistant (Typing)

Position #:
917-190-1379-916

Salary Range:
A: \$2,241 - \$2,806
B: \$2,429 - \$3,043

Issue Date:
June 13, 2017

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:
June 26, 2017

Individuals who are currently in this classification; eligible for lateral transfer; or reachable on a certification list may apply.

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 application package electronically via CalCareers or to the address below:

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

Application package must include all the required documents. Mailed application must include 917-190-1379-916. Incomplete application packages will 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.

Duties and salary range will reflect the level appointed.

All types of appointments will be considered, including but not limited to, T&D Appointments.

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.

Scope of Position:

Under the supervision of the Office Services Supervisor II, the Office Assistant (OA) works independently to perform clerical duties. This position regularly performs a variety of duties and is expected to consistently exercise initiative and moderate independence in performing tasks. The OA is required to have a willingness to independently check his or her own work for completeness and accuracy. The incumbent should have good customer service skills and the ability communication effectively.

The incumbent will need to acquire an understanding of BSCC programs, as this is necessary for routing questions from the public to field representatives and analysts. The incumbent should have a working knowledge of Microsoft Programs including Word and Excel and must be able to type at a speed of at least 40 words per minute.

Duties and Responsibilities:

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

- Serves as main receptionist for the BSCC. Receives and directs incoming calls, as well as greets and assists visitors. Following written procedures, independently processes and distributes incoming mail and all other incoming deliveries to staff. Processes and records outgoing mail through Golden State Overnight, Fed Ex, and UPS. Receives and directs incoming calls as well as greets and assists visitors. Using the state assigned vehicle, acts as a messenger for delivery and pickup of materials, passengers, and warrants as requested by staff.
- Assist staff with special assignments, such as mass mailings, preparing materials for meetings/training courses; room preparation for meetings.
- Schedule and update travel arrangements for all staff as requested and log information into database.

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. 11/16



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- Performs routine maintenance of copy and fax machines, including changing toner cartridges, clearing jams, and requesting service as needed; performs other duties as required such as organizing mail and supply rooms and coordinating service and maintenance for BSCC's state assigned vehicles.