



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) 323-8579.

Position: (1727)

Office Technician (Typing)

Position #:

917-190-1139-010

Salary Range:

\$3,369 - \$4,217

Issue Date:

October 25, 2023

Final Filing Date:

November 8, 2023

Contact:

Kae Arthur

BSCCHR@BSCC.CA.GOV

916-322-8088

Location:

Board of State and Community
Corrections

2590 Venture Oaks, Suite 200
Sacramento, CA 95833

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:

STATE CONTROLLER'S OFFICE
Human Resources
ATTN: Classification Unit – IG
300 Capitol Mall, Suite 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application must include 917-190-1139-010. Incomplete application packages will be rejected.

The Board of State and Community Corrections provides statewide leadership, leadership to the adult and juvenile justice systems, expertise on Public Safety Realignment issues, and offers technical assistance on a wide range of community corrections issues.

The following link outlines a summary of benefits available to state employees: <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

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.

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 Technician (OT) performs a variety of the more difficult and technical general office work. The OT works independently or in a group setting to perform a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative and independence in performing assigned tasks. The OT 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 and ability to communicate effectively.

The incumbent will need to acquire an understanding of BSCC programs and policies as this is necessary for routing questions from the public to field representatives and analysts. The employee 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.)

- Responsible for supporting Field Representatives by typing, proofreading, and sending out correspondence, formatting documents, mailing, and filing inspection reports, making travel arrangements, preparing pre-inspection packets and other materials as requested
- Responsible for tracking the inventory of office supplies and printer toners; submits purchases requests to Procurement Division; restocks supply room as goods are received; processes Goods/Service Receipts in FI\$Cal. Incumbent also verifies and enters statistics into various databases. Processes various BSCC reports, maintains updated regulations, assists with preparation for board and committee meetings, prints and assembles information for training sessions.
- Following written procedures, independently processes and distributes incoming

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, hair style and texture, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 03/2021



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mail, receives and directs incoming calls, and greets and assists visitors. Using the state assigned vehicle, acts as a messenger for delivery and pickup of materials on a daily basis, and passengers as the need arises.

- Performs general clerical work such as filing, copying, scanning, and printing. Performs routine maintenance of copy and fax machines, including changing toner cartridges, clearing jams in machines, and requesting service as needed. Attends training and meetings necessary to perform job duties.
- Assists with special projects or other requests such as meeting preparation, organizing mail and supply rooms, and coordinating service and maintenance for the state vehicles

Desirable Qualifications:

- Able to manage time and resources effectively
- Flexible with interruptions and changes in priorities relative to workload
- Proficient with Microsoft Office Suite
- Works well independently as well as with a team
- Demonstrate initiative and willingness to assume increased responsibility