



## 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:** (7273)  
Office Technician (Typing)

**Position #:**  
917-190-1139-XXX

**Salary Range:**  
\$3,144 - \$3,935

**Issue Date:**  
December 26, 2019

**Contact:**  
Elizabeth Stevenson-White  
(916) 341-6891  
Elizabeth.Stevenson-  
White@bscc.ca.gov

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

**Final Filing Date:**  
January 9, 2020

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 – CN  
300 Capitol Mall, Suite 300  
Sacramento, CA 95814

**Application package must include all the required documents. Mailed application must include 917-190-1139-XXX. 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.*

*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.

Please include a valid typing certification with your application  
For more information about the typing certification, view link:  
<https://www.calcareers.ca.gov/CalHRPublic/GeneralInfo/TypingCertification.aspx>

### **Scope of Position:**

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

### **Duties and Responsibilities:**

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

- Independently coordinate and function as a liaison for Executive Steering Committees, Workgroups, and Board support and travel for non-state employees. 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. Coordinate conference registration for non-state employees; make travel arrangements, arrange transportation to/from committee meetings and process associated travel expense claims for non-state employees. Create and maintain Fi\$Cal supplier IDs, Concur Travel profiles and CalATERs profiles. Arrange, distribute and be financially accountable for business lunches during meeting times. Must be present, and available, during any scheduled ESC or Workgroup meeting to provide support and assistance to members, staff, management, etc. Setup meeting room with name tents, supplies, door signs and sandwich board prior to meeting start.
- 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

*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. 10/17*



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instructions, compose correspondence on a wide range of subjects requiring a thorough knowledge of policies and procedures. Coordinate support for deputy directors and field representatives by typing, proofreading and sending out correspondence, formatting documents and binding meeting materials. Review requests for in-state and out-of-state travel for adherence to state policy and departmental procedures. Draft a wide variety of correspondence to internal and external stakeholders.

- Communicate effectively in receiving and screening a variety of telephone calls, emails, visitors and routine correspondence using discretion, tact, and good judgment to provide information and assistance to inquiries from non-state employees.
- Other duties as required: Provide back-up coverage to support staff. Attend workgroup and committee meetings (e.g., advisory committees, task force committees, ad-hoc committees, and staff meetings).