



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: (750)
Office Technician (Typing)

Position #:
917-194-1139-013

Salary Range:
\$3287 - \$4114

Issue Date:
October 21, 2021

Final Filing Date:
November 4, 2021

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

Application package must include all the required documents. Mailed application must include 917-194-1139-013. 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 Facilities Standards and Operations Division (FSO) Staff Services Manager I (SSM I), the Office Technician (OT) performs a variety of the more difficult and technical general office work. The OT works independently or in a team 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 provide good customer service and possess the ability to communicate effectively.

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.)

- Responsible for providing travel arrangements and excess lodging request assistance to Field Representatives, other division staff, and members of committees and workgroups. Incumbent will arrange for offsite meeting spaces and catering services as needed.
- Responsible for supporting Field Representatives by typing, proofreading, formatting and filing documents, preparing inspection-related materials as requested, tracking and mailing of printed correspondence and inspection reports.
- Performs general clerical work such as filing, copying, scanning, and printing. Attends training and meetings necessary to perform job duties.
- Communicate effectively via telephone, email, and video or chat applications using discretion, tact, and good judgement to provide information and assistance to staff and non-state employees.

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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- Coordinates requests between FSO division staff and the Administrative Analyst for non-IT office supplies, purchases, and archive record requests from the State Records Center.
- Assists with special projects, act as backup to other division staff on various assignments as necessary.

Desirable Qualifications:

- Knowledge of modern office methods, supplies and equipment.
- Evaluate situations accurately and take effective action.
- Dependable, punctual, with an excellent attendance record, as well as the ability to effectively communicate.
- Ability to work under pressure and establish workload priorities in order to meet critical time frames.
- Possess excellent organizational skills and attention to detail.
- Excellent computer skills using Microsoft Excel, Word, PowerPoint, and Outlook.