

EMPLOYMENT OPPORTUNITY BULLETIN



STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814
www.dof.ca.gov

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

Are you looking for a position in a fast-paced, prestigious organization with great potential for personal development and career advancement? Would you find working with the top management in State Government and with the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in such areas as budgeting, accounting and auditing, information technology, economic and population research, and general administration.

Look no further, apply today!

Office Technician (General)

(Permanent/Full-time) (Designated E97)

SALARY RANGE:

\$2,955 - \$3,701

BENEFITS

Finance employees are excluded from collective bargaining and are eligible to receive the following enhanced benefits:

- Enhanced medical, dental, and disability benefits
- Employer paid Life Insurance
- Additional hour of Vacation/Annual Leave
- Excluded employees are not subject to State Disability Insurance payroll withholding

For more details about employee benefits, visit the Department of Finance's website [here](#).

FINAL FILING DATE:

June 18, 2018

QUESTIONS ABOUT THE JOB:

Delia Velarde
(916) 322-9440
(916) 324-6547 *TDD
E-mail: delia.velarde@dof.ca.gov

POSITION DESCRIPTION:

Under the general supervision of the Business Services Manager (Staff Services Manager II), the incumbent serves as a primary mail/delivery coordinator for the Department of Finance and provides general office support to the Business Services Office.

DESIRABLE QUALIFICATIONS:

- Knowledge of general office methods, supplies, and equipment.
- Maintains a valid California State driver's license.
- Knowledge of U.S. Postage Service rates, rules, and regulations regarding special postage rates, certified mail, and registered mail.
- Knowledge of business service operations.
- Ability to work under pressure to meet the needs of the Department.
- Willingness to accept responsibility, exercise initiative, and adapt to changing priorities.
- Ability to demonstrate good judgement.
- Ability to gain and maintain effective and cooperative working relationships at all levels.
- Dependability, flexibility, reliability, patience, poise, and tact.
- Ability to lift up to 50 pounds.

"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, 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." California relay (telephone) service for the deaf and hearing impaired, From *TDD phones: (800) 735-2929, From Voice phones: (800) 735-2922 *TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.

Issue Date: June 8, 2018

SEND APPLICATION TO:

Department of Finance
Attn: Laura Ford
Human Resources Office
915 L Street, Suite 1235
Sacramento, CA 95814

ADDITIONAL APPLICATION INFORMATION:

Electronic applications through your CalCareer account are highly recommended. If you are unable to apply electronically through your CalCareer account, please mail or drop off a hard copy of your application packet to the above address. You can access the Job Control at: [CA Jobs](#).

You may obtain an official state application (STD 678) on the CalHR website at: <https://jobs.ca.gov/pdf/std678.pdfh>

SPECIAL REQUIREMENT:

In addition, applicants must include a one-page statement of interest outlining why applicant is interested in an Office Technician position for Business Services Office with the Department of Finance.

WHO MAY APPLY:

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s). Please visit the California Department of Human Resources (CalHR) website:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>

Applications will be screened and hiring interviews of only the most qualified may be scheduled.

Additional hires may be made from this bulletin if additional positions become available.