

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 (Typing)

(Permanent/Full-time) (Designated E97)

SALARY RANGE:

\$3,009 - \$3,765

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

September 15, 2017

QUESTIONS ABOUT THE JOB:

Greg Skubal
(916) 445-3368 ext. 3450
(916) 324-6547 *TDD
E-mail: greg.skubal@dof.ca.gov

SEND APPLICATION TO:

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

POSITION DESCRIPTION:

Under the supervision of the Human Resources Manager, the incumbent provides a variety of clerical support duties to the Human Resources Office and on occasion assists various units throughout the Department on an as needed basis. Specific duties include, but are not limited to, answering incoming telephone calls and directing to appropriate staff; greeting departmental employees and visitors; providing word processing services including reviewing and editing correspondence for consistency and administrative policies, as well as format and grammar; sorting and distributing mail; duplicating materials; filing documents; ordering supplies; and maintaining/creating unit files.

DESIRABLE QUALIFICATIONS:

- Service oriented with strong interpersonal skills, including the ability to gain confidence and cooperation of others in order to establish and maintain good working relationships.
- Proven time management, including the demonstrated ability to plan, organize, and prioritize sensitive/complex workload.
- Ability to work with strict deadlines, under pressure, and easily adapt to changing priorities.
- Experience in reviewing, evaluating, and editing documents to produce quality, error-free work products.
- Dependable, flexible, patient, poised, and tactful.
- Ability to communicate effectively both verbally and in writing.
- Knowledge of Microsoft Office Suite
- Good independent judgment, initiative, and creativity.

"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." 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: September 5, 2017

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>

WHO MAY APPLY:

Current state employees at the Office Technician (Typing) level, those within transfer range, or individuals who have list eligibility. Please indicate the basis of your eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligible) in the explanation section of the application. For more information on Minimum Qualifications, please visit the California Department of Human Resources (CalHR) website:

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

Special Requirement:

In order for your application to be considered, you must submit a Statement of Interest addressing the following. The Department of Finance's has five core values: Teamwork, Respect, Integrity, Problem solving, and Expertise. Please describe which value(s) you think is the most important in the workplace, and why. Responses should be typed using Arial 12 font, and may be no more than one page in length.

Applications will be screened and only the most qualified will be scheduled for interviews. All appointments are subject to applicable personnel rules.