EMPLOYMENT OPPORTUNITY
State of California
State Council on Developmental Disabilities (SCDD)
Area Board 12

650 E Hospitality Lane, Suite 280
San Bernardino, CA 92408
Phone: (909) 890-1259
Fax: (909) 890-1635

POSITION:	Office Technician (Typing)/Permanent – Full-Time
LOCATION:	San Bernardino, CA
OFFICE:	SCDD, Area Board 12 Office
SALARY RANGE:	$2,686.00- $3,362.00 per month
FINAL FILING DATE:	Friday, February 21, 2013 (A Hardcopy of your Application packet must be received by 5:00PM - Postmarks will not be accepted)
SPECIAL TESTING ARRANGEMENTS:	If you have a disability and need special testing arrangements, mark "yes" under question #2 of the State Application (STD. 678). You will be contacted to make special arrangements.
CONTACT:	Vicki Smith at Vicki.Smith@scdd.ca.gov

All interested eligible persons are encouraged to apply. Applicants must have list, transfer, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. Applications will be screened for experience, knowledge and skill, and only the most qualified will be contacted for an interview.

To find the job specifications and minimum qualifications for the Office Technician (typing) classification, go to the Department of Human Resources website at: www.calhr.ca.gov.

Interested applicants should submit a (1) cover letter briefly describing your relevant experience, (2) resume, (3) completed standard state application form, STD. 678; and (4) the name and telephone numbers of at least two references to:

Vicki Smith, Executive Director of Area Board 12
State Council on Developmental Disabilities
650 E Hospitality Lane, Suite 280
San Bernardino, CA 92408

SUMMARY OF RESPONSIBILITIES

The State Council on Developmental Disabilities is a federally funded state agency with mandated responsibilities under both federal and state law. Under federal law, the Council is given responsibility to serve as an advocate for persons with developmental disabilities in order to assure that they receive services necessary to achieve their maximum potential. This is accomplished through system planning, coordination, monitoring and evaluation of services on a statewide basis to protect the legal, civil and service rights of persons with developmental disabilities. The Council and Area Boards are also mandated and given more specific function in the Lanterman Developmental Disabilities Services Act, which provides the legal foundation for services to persons with developmental disabilities in California.

Under the direction of the Area Board 12 Executive Director, the Office Technician (typing) regularly performs varied clerical work of substantial difficulty; consistently exercises a high degree of initiative, independence, and originality in performing assigned tasks; uses good judgment in responding to numerous inquiries and requests for assistance.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

40% Produce a wide variety of documents using a personal computer, including letters to legislators, mail merge letters, State Plan and PDF letters, memos, technical reports, agendas, meeting minutes and charts from handwritten and edited copy.

25% Provide timely notification to attendees of meetings; maintaining comfortable, appropriate atmosphere and accommodations during meetings. Preparation and distribution of agency packets in accordance with open meeting laws; Area Board meeting and committee meeting, preparing the official minutes of the meeting, and sending all materials to appropriate persons.

20% Answer and screen telephone calls for referral to the appropriate staff. This includes calls from public sector as well as other State agencies. Receive visitors in the reception care and furnish appropriate information to callers and if necessary, make referrals to other staff members or other appropriate governmental entities.

MARGINAL FUNCTIONS:

5% Performs a wide variety of administrative tasks for the Executive Director, including the preparation of expense reimbursement claims and advances for Area Board staff and members, maintenance of all appropriate files and records;

provides back-up services to other clerical support staff. Prepares and submits CalATERS global and interprets CalSTARS reports.

5% Personal Computer Administrator (PCA)--Evaluate staff computer problems to report to help desk, Staff attendance (Attendance Coordinator); Research equipment needs and maintain records (Equipment Coordinator).

5% Responds to general correspondence and request for information.

Supervision Received:

The OT (T) works under the general supervision and direction of the Executive Director.

Supervision Exercised:

None.

Administrative Responsibility:

The OT (T) is responsible for minor administrative details such as the preparation of expense reimbursement claims and advances, securing meeting rooms for meetings, including contracting with hotels for meetings.

Personal Contacts:

The OT (T) must interact in an appropriate and professional manner with representatives of various Federal and State agencies, the Governor's office, private organizations, Council and committee members and staff, as well as the general public.

Actions and Consequences:

The OT (T) is critical to the success of the organization since this position provides all support services to the Executive Director. Without this service, the Council would not have the support services necessary to meet its federal and state mandates in protecting and advocating for persons with developmental disabilities.