



CALIFORNIA HORSE RACING BOARD

Office Technician (Typing)

It is the mission of the California Horse Racing Board to ensure the integrity, viability, and safety of the California horse racing industry by regulating pari-mutuel wagering for the protection of the public, promoting horse racing, breeding, and wagering opportunities, and fostering safe racing through the development and enforcement of track safety standards and regulations for the health and welfare of all participants.

TENURE/TIMEBASE:

Limited Term/Full time

LOCATION: Sacramento

FILE BY: July 12, 2018

SALARY: \$2,921.00 - \$3,656.00

Completed Examination/Employment Application (STD. 678) may be submitted electronically via your CalCareers account at www.jobs.ca.gov; or hand delivered to the address below before or on the final filing date by 5:00 p.m.; or mailed to the address below. Mailed applications must be postmarked no later than **July 12, 2018**. Resumes may be submitted, but are not required.

HUMAN RESOURCES

CALIFORNIA HORSE RACING BOARD
1010 HURLEY WAY, SUITE 300
SACRAMENTO, CA 95825

All application packages must include **JC-116448** or Position **395-500-1139-XXX** in the job title section. Application packages must include all the required documents. See page 2 for Statement of Qualification instructions. Incomplete application packages will not be accepted.

Any questions about the position may be directed to Wendy Voss, at (916) 263-6045 or by email WendyV@chrb.ca.gov.

ADDITIONAL INFORMATION:

You are eligible to apply if you are on the State Restriction of Appointment (SROA) list for the same or a comparable classification; or a surplus employee in the same or comparable classification; are currently in the Office Technician (Typing) classification; have reinstatement eligibility; are in a classification comparable and transferable; or on a current Office Technician (Typing) eligible list and reachable.

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony or any gambling-related offense, therefore all employees are subject to a background check.

POSITION DESCRIPTION:

Under the supervision of the Chief of Administration, the incumbent acts as the primary receptionist for the California Horse Racing Board (CHRB) headquarters (HQ) office. The ability to use a personal computer and telephone are essential daily functions. In addition, the incumbent must have the ability to tactfully handle communications of various tones and temperaments from the public (including licensees). The position requires bending and stooping in order to retrieve office supplies, paper files and to place items in storage. Regular attendance and punctuality are an essential part of this job. The incumbent may perform a variety of difficult and complex clerical duties and is expected to consistently exercise a high degree of initiative, independence, and judgment in performing assigned tasks to ensure the workflow in the Office Services Unit is adequately maintained. Typical functions to be performed, but not limited to:

ESSENTIAL FUNCTIONS:

Share in the workflow of the Office Services Unit; assist in compiling, photocopying and distributing monthly board meeting notices and board package material; copy and distribute regulatory changes for both staff and the racing industry; answer incoming phone calls; record mailed/walk-in payments received at the HQ office; maintain the office central filing system; provide word processing support; assist with special project assignments; and assist with a variety of short term service tasks.

Assist in the preparation of purchase orders; maintain, intake and processing of office supply orders; assist in maintaining equipment inventory for headquarters and field offices; assist in program staff projects requiring fact finding; conduct internet based research; and assist with the preparation of service contract amendments.

Maintain knowledge of department operations in order to provide public counter assistance to applicants, licensees, consumers, and members of the industry regulated by the Board and direct inquiries to appropriate staff. Gain a basic knowledge of department regulations, policies, and procedures to formulate accurate responses and provide correct information to questions received at the front counter.

Record racing association instruments of credit; track contractor monthly cost spreadsheets; prepare documentation relevant to the jockey retirement program; perform document retrieval and copy production; receive and record various mail-in payments; assist with annual license renewal mailings; issue racing association license certificates; coordinate office equipment maintenance repair requests; perform annual report reproduction and distribution and distribute staff memoranda and business correspondence.

REQUIRED/DESIRABLE CHARACTERISTICS:

Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and

office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

SPECIAL REQUIREMENT:

Ability to type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

SPECIAL PERSONAL CHARACTERISTICS:

A demonstrated interest in assuming increasing responsibility.

ADDITIONAL DESIRABLE QUALIFICATION:

Education equivalent to completion of the twelfth grade.

WORK ENVIRONMENT:

The incumbent works in a typical office environment, using one or more personal computers.

Works on the first floor of a two story building.

STATEMENT OF QUALIFICATIONS:

A Statement of Qualifications (SOQ) is required. Applications without an SOQ, or an SOQ that is not responsive to the specific questions listed below will not be considered. Notations or references to other materials such as resumes, applications, or cover letters will not be considered and will not substitute for the SOQ. Please limit your responses to a total of one page.

1. Describe your experience as it relates to the specific essential functions listed on the duty statement.
2. Describe your organizational skills and the tools you use to manage your workload in order to meet deadlines.

THE STATE OF CALIFORNIA IS AN EQUAL EMPLOYMENT 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.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are
1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE).

Final File Date: **July 12, 2018**

JC-116448 Office Technician (Typing) 1139

<https://jobs.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=116448>

Release Date: **June 27, 2018**