

# CALIFORNIA HORSE RACING BOARD

## JOB OPPORTUNITY FOR OFFICE TECHNICIAN (TYPING)



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<b>TENURE/TIMEBASE:</b>	Permanent/Full time	<b>LOCATION:</b>	Sacramento
<b>FILE BY:</b>	NOVEMBER 3, 2011	<b>SALARY:</b>	\$2,686.00 - \$3264.00

In order to be considered for this position, the individual must submit a Standard State Application (Std. Form 678), typing certification, and SROA/Surplus letter if applicable to:

**CALIFORNIA HORSE RACING BOARD  
ATTN: WENDY MATSUDA  
1010 HURLEY WAY, SUITE 300  
SACRAMENTO, CA 95825  
(916) 263-6049**

### POSITION DESCRIPTION:

The Office Technician (T) position is located in the Office Services Unit (OSU) and is under the direct supervision of the Business Services Officer. The OSU provides walk in and telephone receptionist support for the headquarters office; handles centralized filing; provides word processing support; distributes incoming mail and prepares outgoing mail for delivery; prepares and distributes monthly Board meeting notices and packages; orders office supplies for headquarters staff; maintains office machine repair needs; assists with monthly, quarterly and annual report requirements; and provides a variety of staff support services as needed.

### REQUIRED/DESIRABLE CHARACTERISTICS:

1. Typing certification that indicates the ability to type 40 words per minute.
2. Ability to work independently and follow verbal and written directions.
3. Ability to operate a multi-line telephone by answering and accurately directing telephone calls.
4. **MUST** be reliable, dependable, have Good attendance, punctual, good organizational skills, mature;
5. Ability to interact courteously with public and coworkers;
6. Willingness to work Monday through Friday, 8:00 a.m. – 5:00 p.m.
7. Knowledge of personal computers and MS Word skills;

### 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 Assistant (Typing) classification; have reinstatement eligibility; are in a classification comparable and transferable; or on a current Office Assistant (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.

Any questions about the position may be directed to Denise Craigo, Business Service Officer, at (916) 263-6021.

CALIFORNIA STATE GOVERNMENT \* AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR 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: November 3, 2011

Release Date: October 13, 2011

CALIFORNIA HORSE RACING BOARD  
OFFICE TECHNICIAN (T)  
Office Services Unit - Headquarters  
DUTY STATEMENT

Under the supervision of the Business Services Officer I (Supervisor) and the lead/technical guidance of the Business Service Assistant, the incumbent acts as the primary receptionist for the CHRB Headquarters Office. The incumbent may perform a variety of difficult and complex clerical duties; expected to consistently exercise a high degree of initiative, judgment, independence in performing assigned tasks; and assist in maintaining the workflow in the Office Services Unit. Typical functions to be performed, are as follows, but not limited to:

<b><u>% of Time</u></b>	<b><u>Essential Functions</u></b>
35%	Providing the agency with annual updated industry contact listings; assist in compiling, photocopying, and distributing the monthly Board Meeting notices and Board package materials; prepares and sends invoices for packages; track payments received; copy and distribute rule changes and/or rule amendments; provide word processing support to various CHRB staff with varying degrees of complexity; assist with monthly and annual special projects which include service contract amendments, notices to contractors, and general contractor correspondence and reports; and assist with preparing and distributing staff memoranda on business operational subject matter.
25%	Process monthly general office supplies for the CHRB Headquarters Office; act as recycle reports coordinator which includes tracking and classifying recycle content of general office supplies; and prepares statistical recycle products reports for supervisor's review and approval; coordinates recycle program; schedules recycle pickup and confidential records destruct.
25%	Open and sort daily mail; process outgoing mail by use of postage machine and prepare mail for special delivery such as overnight mail, certified mail and ensure outgoing and incoming mail is processed/distributed timely; record all mailed/walk-in monies and prepare transfer receipts; coordinates, maintains, and ensures compliance of CHRB central filing system and; assists with various projects that require research and maintaining agency compliance.
15%	As receptionist for CHRB Headquarters, incumbent answers and directs callers to the appropriate CHRB employee; greets walk-in clients; and provides assistance or directs to the proper employee; evaluates situations accurately and takes immediate and appropriate action; and may assist the Business Service Assistant with various duties.