

Office Technician (Typing)

Permanent—Full-Time

Position Number 339-100-1139-900

Willing to downgrade to an Office Assistant for recruitment purposes

Office Assistant (Typing)

Salary Range

\$2,143 – \$2,684 (Range L)

\$2,324 – \$2,911 (Range M)

Office Technician (Typing)

Salary Range

\$2,686 – \$3,362

DUTIES: Under the supervision of a Senior Fraud Investigator, the incumbent provides administrative support to investigations division staff (analysts, investigators, and managers), by performing general office work including, but not limited to the following:

Electronic Case Management System (40%)

- Input a large volume of information into the division's electronic case management system (Scout) by scanning, uploading, and typing information into various fields.
- Retrieve information and generate reports from the Scout system for use by investigative staff.
- Provide user feedback and assist in drafting procedures for the Scout system.

Intake Unit Support (30%)

- Maintain an organized filing system for open and closed investigative case files, including creating case files, filing information in the files, retrieving information from the files, and purging files in accordance with a records retention policy.
- Track case files and documents under review to ensure they can be located readily and are processed without unnecessary delay.
- Distribute draft investigative reports for review and comment and make changes to the draft reports based on the comments received.
- Send notifications to departments regarding their Whistleblower Program responsibilities and track their compliance.
- Track requests for information directed to state departments to ensure that timely responses are received.

General Administrative Support (30%)

- Perform word processing duties including typing documents, making changes to draft documents, proofreading documents, finalizing correspondence for review and signature, creating labels and envelopes, and preparing mail merges.
- Apply knowledge of general office management techniques to maintain mailing and other contact lists; make copies of documents; maintain office supplies; distribute incoming mail and facsimile documents.
- Perform other administrative tasks such as assisting with maintaining calendars for the division managers and conference room; schedule meetings; and other special assignments as directed.

(Duties and level of supervision will be commensurate with the level of appointment).

Desirable Qualifications:

- Strong organizational and communication skills.
- Ability to work independently and in a team environment.
- Ability to handle multiple tasks and prioritize work.
- Ability to work occasional overtime.
- Familiarity with Microsoft Office 2007 Suite.

Special Requirements:

All applicants must be able to type at a speed of not less than 40 words per minute from an ordinary manuscript or printed or typewritten material and provide a valid typing certificate prior to appointment.

To apply, please send completed state application (Std. 678) to:

Location

California State Auditor
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255

lynneg@auditor.ca.gov

Final Filing Date: April 16, 2014

Selection Process:

Candidates who have lateral transfer eligibility, who are reachable on a current employment list, or former state employees who can reinstate to the Office Assistant or Office Technician classification may apply. All interested applicants must submit a Std. 678 and must clearly indicate the basis of their eligibility in the explanation box on the Std. 678. Applications without eligibility information will not be considered. **Emailed applications will NOT be accepted.** After an initial screening of applications, only the most qualified candidates will be selected for an interview. All appointments will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the California State Auditor's Office are subject to **being fingerprinted and having a background check conducted.**

All positions at the California State Auditor's Office are excluded from collective bargaining.

**EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY,
SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, OR GENETIC INFORMATION**

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.
