CALIFORNIA **STATE AUDITOR**

JOB OPPORTUNITY

OFFICE TECHNICIAN (TYPING)

Permanent – Full-Time

DUTIES: Under the general direction of the human resources (HR) manager, the incumbent provides administrative and clerical support for the HR office. Duties include but are not limited to:

Hiring Support

- Review new Auditor Evaluator I applicant profiles in the recruiting database to ensure there are no inconsistencies with their application and resume; activate applicant profiles or forward suspicious applicant information to a HR analyst. Maintain data contained in the recruiting database and generate reports for management. Ensure information is entered accurately and updated when candidate status changes; maintain candidate files; etc.
- Create and maintain hiring interview schedules; contact candidate and explain the interview process and schedule the interview; make travel arrangements if necessary, send correspondence confirming the interview date and time and provide travel itinerary if necessary.
- Send out meeting invites to those scheduled to participate in the interview process; redact sensitive information from hiring applications and forms, make copies of application materials, assemble interview materials, and provide candidate background information and interview materials to the interview panel.
- Greet candidates and shepherd the interview process on the day of the interview.
- Provide overview of benefits and prepare any necessary administrative paperwork for candidate's signature.

HR Administrative and Clerical Support

- Open, sort, log, and distribute incoming HR mail to appropriate staff members; prepare outgoing mail for delivery; maintain papers supplies and order office supplies for human resources office.
- Create and maintain various HR historical files; file and maintain active HR files; scan or upload files as needed; purge files as required by record retention policies.
- Utilize computer software to compose correspondence, prepare confidential and sensitive documents, and create various reports; proofread materials such as letters, memos, policies, reports, etc. for finalization and distribution.
- Input information into the Human Resources Information Systems, review data for accuracy, and generate reports for management.

OUR MISSION

The California State Auditor promotes the efficient and effective management of public funds and programs by providing citizens and the State independent, objective, accurate, and timely evaluations of state and local government activities.

Position Number 339-100-1139-900

Job Control – JC 77664

Salary

$3,009-$3,765

All State Auditor's Office positions are located in Sacramento, CA.

Final Filing Date:

September 8, 2017

auditor.ca.gov

CALIFORNIA **STATE AUDITOR**

JOB OPPORTUNITY

OFFICE TECHNICIAN (TYPING)

Permanent – Full-Time

DESIRABLE QUALIFICATIONS:

- Experience working in a human resources office.
- Experience performing clerical or customer service work.
- Experience prioritizing assignments and managing multiple tasks.
- Excellent oral and written communication skills.
- Experience handling sensitive and confidential information.
- Ability to interact with individuals at different organizational levels.
- Familiarity with Microsoft Word, Excel, and Outlook.
- Demonstrated ability to meet deadlines under pressure.

SPECIAL REQUIREMENT: 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.

Any applicant receiving a conditional job offer will be subject to a background check, fingerprinting and an inquiry to the CA Department of Justice to disclose criminal records prior to appointment. All State Auditor's Office employees are excluded from collective bargaining.

California Relay Service:
1-800-735-2929 (TTY)
1-800-735-2922 (Voice)

For more information contact:
Lynne Gaal
(916) 445-0255, ext. 226
LynneG@auditor.ca.gov

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.

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.

APPLICATION REQUIREMENTS:

You must submit a signed standard state application (STD. 678) and indicate the job control number on your application.

Send a completed STD. 678 to:

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814
or
HR@auditor.ca.gov

SELECTION PROCESS:

Current state employees with status in the Office Technician classification (class), lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this class may apply. All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. Additional hires may be made from this bulletin if positions become available.