



JOB OPPORTUNITY

SIERRA NEVADA CONSERVANCY IS 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 COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

PERMANENT
FULL-TIME

PERMANENT
INTERMITTENT

LIMITED-TERM –
LENGTH: _____

Office Technician - Typing

Final Filing Date: Open Until Filled (Subject to Budget Approval)

\$2,686 - \$3,264 Monthly

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. 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.

Job Description (Typical Duties)

Works under the general supervision of the Staff Services Manager II (SSMII) and acts as receptionist and telephone operator for the Conservancy's headquarters office in Auburn, CA. Greets, directs visitors. Takes and distributes messages. Responds to general inquiries. Maintains hard copy and electronic files. Utilizes a computer and a variety of office machines to create, process and transmit business documents and records, and incoming and outgoing mail. Provides back-up to the Executive Assistant on clerical and timekeeping duties. Logs and maintains electronic records in support of Administrative and Program activities and verifies and updates information in these records. Assists in the assembly of Board and informational packets. Performs clerical support duties for the SSMII and other Administrative staff including, but not limited to; travel and meeting arrangements, processing Travel Expense Claims, maintaining reference materials and business records. Performs other clerical support duties as assigned.

Required Knowledge, Skills and Abilities

Working knowledge of MS Word and Outlook. Knowledge of the operation of standard office equipment including multi-line phones. The ability to prioritize tasks and assignments and work as part of a team. Professional work ethic, appearance and demeanor.

Desired Experience and Qualifications

Prior customer service or public contact experience. Working knowledge of the California Automated Travel Expense Reimbursement System (CalATERS) and State timekeeping processes.

To Apply

To be considered for appointment you must have; 1) permanent civil service status or reinstatement rights to this class; or, 2) be on an eligible list for this class. Applications will be screened and only the most qualified candidates will be interviewed, All applicants must submit a STD 678 to:

Franchise Tax Board
Certification Unit
P.O. Box 550
Sacramento, CA 95812-0550

The Franchise Tax Board provides Human Resource support services for the Sierra Nevada Conservancy. Applications must be submitted through FTB. Contact for information: Rita Adair (530) 823-4708 See www.sierranevada.ca.gov for agency information