

EMPLOYMENT OPPORTUNITY
State of California
State Council on Developmental Disabilities (SCDD)

1507 21st Street, Suite 210
Sacramento, CA 95811
916.322.8481
916.443-4957(fax)

POSITION: Office Technician (Typing)
TENURE/TIME BASE: Permanent, Full-Time
LOCATION: Sacramento, CA
OFFICE: SCDD, Headquarters
SALARY RANGE: \$2,686.00- \$3,264.00
DEADLINE: Close of Business February 21, 2012
CONTACT: Szandra Keszthelyi (Szandra.Keszthelyi@scdd.ca.gov)

All interested eligible persons are encouraged to apply. Applicants must have list, transfer, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. Applications will be screened for experience, knowledge, and skill and only the most qualified will be contacted for an interview.

Interested applicants should submit a (1) cover letter briefly describing your relevant experience, (2) resume, (3) completed standard state application form, STD. 678; and (4) the name and telephone numbers of at least two references to:

Szandra Keszthelyi, Personnel Analyst
SCDD, Personnel
1507 21st Street, Suite 210
Sacramento, CA 95811

SUMMARY OF RESPONSIBILITIES

The State Council on Developmental Disabilities (SCDD) is a state agency established by federal and state law. Its mandates include: systemic change, capacity building, and advocacy to promote a consumer and family-based system of services, supports and other assistance. The goal of the federal law is to enable people with developmental disabilities to achieve self-determination, independence, productivity, and community inclusion. SCDD consists of 31 voting members, all of whom are appointed by the Governor. SCDD's Executive Management Team supports the Council in fulfilling its mandates under the Federal Developmental Disabilities Assistance and Bill of Rights Act (Title 42, USC 15001 *et seq.*) and the Lanterman Developmental Disabilities Act (Welfare and Institutions Code 4500 *et. seq.*).

Under the direction of Deputy Director of Administration, the Office Technician (OT) Typing regularly performs varied clerical work of substantial difficulty; consistently exercises initiative, independence, and originality in performing assigned tasks; uses good judgment in responding to inquiries and requests for assistance.

A. Job Duties:

- 25% Provides administrative support including: office coverage, answering and directing telephone calls to appropriate staff, greeting the public and the processing and distribution of mail and other documents. Updates and maintains office databases and mailing lists.
- 20% Assists in creating and editing a variety of reports, documents, spreadsheets and PowerPoint's.
- 20% Drafts correspondence and assists staff by copying, and filing as requested. Prepares packets in preparation for committee and SCDD meetings. Assists in ordering and maintaining supplies and equipment.
- 15% Provides assistance in the preparation of various Internet postings. Assist in web site maintenance by doing website posting and data base entry functions.
- 10% Arranges travel, prepares and mails agenda packets, sets up meeting space, prepares minutes and provides follow up material as needed.
- 5% Attends SCDD committee meetings to provide administrative support as needed.
- 5% Other duties as assigned.

B. Supervision Received:

The OT works under the general supervision and direction of the Deputy Director of Administration.

C. Supervision Exercised:

The OT exercises no supervision.

D. Administrative Responsibility:

The OT performs various administrative duties as delegated by the Deputy Director of Administration.

E. Personal Contacts:

The OT interacts in an appropriate and professional manner with representatives of various Federal and State agencies, the Governor's office, private organizations, individuals with developmental disabilities and their family members, Council and committee members and staff as well as the general public.