JOB ANNOUNCEMENT

OFFICE TECHNICIAN (TYPING) / PERMANENT FULL-TIME
Salary: $3,038 - $3,916 monthly
ORANGE COUNTY REGIONAL OFFICE

FINAL FILE DATE: October 8, 2019, close of business

The SCDD's Orange County Regional Office is recruiting for a permanent full-time Office Technician (OT) (Typing) to provide clerical support to the Client's Right Advocacy/Volunteer Advocacy Services (CRA/VAS) Project.

GENERAL STATEMENT: Under the direction of the Orange County Regional Office Manager, the Office Technician (Typing) regularly performs varied clerical work of substantial difficulty; consistently exercises a high degree of initiative, independence, and originality in performing assigned tasks; uses good judgment in responding to numerous inquiries and requests for assistance. This position will also provide clerical support for the Quality Assurance (QA) Project. ***(SEE ATTACHED DUTY STATEMENT)***

KNOWLEDGE AND ABILITIES:

Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

Who May Apply - This is an internal SCDD job posting. Only SCDD staff currently in the OT(T) classification, eligible for lateral transfer or you have list eligibility to the OT(T) classification may apply.

How to Apply: To apply for this position, please submit a completed STD 678, State Application by the final file date **October 8, 2019**. Please include Position Number #792-111-1139-xxx in the "Examination(s) or Job Title(s) For Which You Are Applying" section of the STD 678 State Application. Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the minimum qualifications stated in the OT(T) classification specifications. Mail your hard copy application to:

State Council on Developmental Disabilities
Attention: SCDD Personnel – Gloria Lopez
3831 North Freeway Blvd, Suite 125
Sacramento, CA 94834

Equal Opportunity Employer

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 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.