

CLASSIFICATION: Office Technician (Typing)	Time Base: Full Time	SALARY: \$2,686 - \$3,264	FFD: Until Filled
LOCATION: Sacramento		DIVISION: Administrative Services	
CONTACT: Patricia Kuhn		E-MAIL: pkuhn@arb.ca.gov	PHONE: (916) 327-2700
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Due to the Governor's Hiring Freeze order, only internal Air Resources Board lateral candidates will be considered.			
<p>DUTIES: Under the supervision of the Staff Services Manager III, this position will be the primary clerical support to the Branch Chief, managers, and staff of the Financial Operations Branch. The incumbent will be responsible for a wide range of clerical duties, including, but not limited to, type and edit correspondence; track financial reports; collate, distribute and file daily CALSTARS reports; assist with ordering reports; maintain incoming check log; create binders and labels; order supplies; maintain records inventory and lists of branch files; and schedule meetings.</p> <p>Indicate source of eligibility in box 12 of State application.</p> <p>ARB is located downtown in the Cal/EPA building at 10th and I Street. We have an onsite daycare facility and gym. The Light Rail Station is one block from the Cal/EPA building.</p>			
<p>DESIRABLE QUALIFICATIONS: Excellent organizational skills, ability to work both independently and as part of a team; and ability to maintain a positive, creative and flexible attitude in a customer friendly atmosphere. Experience with Excel and Word software applications.</p>			

Additional Information: Will also consider hiring an Office Assistant.