

CLASSIFICATION: Office Technician (Typing)	Time Base: Full Time	SALARY: \$2686-\$3264	FFD: Until Filled
LOCATION: Sacramento		DIVISION: MLD	
CONTACT: Kim Ohara		E-MAIL: kohara@arb.ca.gov	PHONE: 916-323-1697
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DUTIES:			
Due to the Governor's Hiring Freeze Order, only internal Air Resources Board lateral candidates will be considered.			
: This position provides key administrative support for the Monitoring and Laboratory Division Office and Division Chief. Under the supervision of the Branch Chief for the Air Quality and Surveillance Branch, this position is responsible for the following tasks: document preparation, typing, proofreading, editing, formatting and management; tracking of expenditures in an MS Access database; maintaining petty cash; maintaining office supplies; maintaining hard copy and electronic Division files; making travel arrangements for staff; directing visitors and callers to the appropriate staff; and providing back-up clerical support to Division Administrative team and other Branches as needed.			
DESIRABLE QUALIFICATIONS:			
Candidates should have a demonstrated ability to work in an organized and thorough manner with attention to detail; demonstrated ability to work independently and as a team member and to meet deadlines; good communication skills; excellent writing skills; follow written and verbal instructions; use tact and good judgment in dealing with people; have the ability to multi-task and perform duties for Branch and Section Managers; and be able to work effectively under pressure and tight deadlines. The most competitive candidates will possess strong typing skills and have experience with various word processing applications including MS Word, Excel, Outlook, Windows and Access			