

CLASSIFICATION: Office Technician-Typing	SALARY: \$2,686 - \$3,264	FFD: 05/17/2011
DIVISION/SECTION: Research Division/ Administrative Section	CONTACT: Shana Groff	PHONE: 916-323-1511
LOCATION: Sacramento, CA	MAILING ADDRESS: 1001 I Street, Sacramento, CA 95814	

Due to the Governor's Hiring Freeze order, only internal Air Resources Board candidates will be considered.

DUTIES:

If you are looking for a fast-paced, stimulating atmosphere with plenty of team spirit, then you need to consider the Air Resources Board's Research Division. The Office Technician-Typing (OT-T) position is under the general direction of the Staff Services Manager I of the Administrative Section. The OT-T duties may include, but are not limited to the following: prepare, format, and edit correspondence, ensuring adherence to Board and Agency policy and administrative standards; screen incoming calls and visitors using good judgment in directing callers for information; maintain the Division and Branch Chief's calendars; schedule meetings and appointments; make travel arrangements; prepare and process travel expense claims and training requests; track incoming correspondence and materials on both the ARB and Division tracking systems; format and distribute final reports; maintain division files; screen and distribute mail; order equipment and supplies, maintaining a corresponding log for all purchases and act as the RD records Retention Coordinator by tracking, organizing and managing records storage. In addition to the duties mentioned above, this position will provide assistance with the Research Screening Committee activities, including preparing the public meeting notices for Legal Office review and public distribution; writing memos and letters relative to the Committee's meetings; handling mail out of materials for the meetings; and developing meeting schedules.

DESIRABLE QUALIFICATIONS:

Competitive candidates should have strong organizational, communication, proof reading, typing and computer skills. Candidates must be flexible and have the capability to perform under pressure with specific deadlines. Applicants must have the ability to work independently and as a team member using good judgment at all times. The successful candidate will have experience dealing tactfully and effectively with individuals at the staff and executive level, and with the public sector. Also required is knowledge of Microsoft Word, Excel, and Adobe. Knowledge of MS Access is a plus. Punctuality, dependability, and good attendance are a must. Hours: Monday-Friday 8 to 5. Well qualified Word Processing Technicians and Office Assistants (T) are encouraged to apply. Applications will be screened and only the most qualified applicants will be interviewed.

For consideration, please send a signed application (STD. 678) to the address listed above.

Please indicate Position #673-383-1139-xxx in Section 12 of your application.

E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.