

CLASSIFICATION: Office Technician (Typing)	Time Base: FT	SALARY: \$2686 - \$3264	FFD: Until Filled
LOCATION: SSD/Program Evaluation Branch/460		DIVISION: SSD	
CONTACT: Pam Clymer		E-MAIL: pclymer@arb.ca.gov	PHONE: 916-445-0650
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<p>DUTIES:</p> <p>Due to the Governor's Hiring Freeze Order, only internal Air Resources Board lateral candidates will be considered.</p> <p>The successful candidate will work as clerical support to two Branch Chiefs and 40 staff members. Duties include the following: typing, formatting and proofreading drafts and final copies of letters, memos, and reports from the Branch. The successful candidate will maintain the Branch files, make airline reservations, acquire supplies for the Branch, screen and refer incoming calls, distribute mail, mail out correspondence, and set meetings. The candidate will also maintain the electronic calendar, prepare travel expense claims and other administrative forms, and coordinate meetings for the Branch Chiefs and other duties as required.</p>			
<p>DESIRABLE QUALIFICATIONS: The most competitive candidates will possess strong typing skills, interpersonal skills, telephone techniques, and communication skills. Also desired is the ability to work independently, meet deadlines, follow written and verbal instructions, and cope with changing priorities. The most competitive candidates should possess a good working knowledge of correct punctuation, spelling, and grammar. Experience with Microsoft Word is required. In addition, experience with excel, powerpoint, and adobe acrobat is desired. Experience in maintaining logs and files and the ability to work effectively under pressure of short lead times. Applications will be screened and only the most qualified candidates will be interviewed.</p> <p>Appointments may be subject to SROA/Surplus restrictions. Surplus applicants must attach a copy of their surplus letter with a signed State application (STD 678). On page 1 of the State Application you must clearly indicate the basis of your eligibility, transfer, SROA, surplus, re-employment, or reinstatement. In addition, all applicants must include documentation verifying their educational background: copies of degree(s) and/or transcripts to be considered a qualified applicant for this classification.</p>			