

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DISTRICT 6 ADMINISTRATION  
OFFICE ASSISTANT  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Office Assistant (General)	<b>DISTRICT/DIVISION/OFFICE</b> District 6/Administration/Facilities	
<b>WORKING TITLE</b> Office Assistant (Mailroom)	<b>POSITION NUMBER</b> 906-001-1441-xxx	<b>EFFECTIVE DATE</b> February 6, 2012

**As a valued member of the Caltrans team, you make it possible for the Department to improve mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:**

Under the general direction of the Chief, Office of Facilities (Staff Services Manager I), the Office Assistant will perform a variety of duties and is expected to consistently exercise a high degree of initiative and independence in performing assigned tasks. Incumbent will perform general office duties such as typing, mail and document handling; filing and records management; report/document preparation and review; composition of correspondence; oral communications; statistical and other record keeping; ordering and maintaining supplies and equipment; updating and maintaining various databases in Microsoft Word and Excel.

**TYPICAL DUTIES:**

- 50% (E) Incumbent is responsible for assisting with the mail room including processing, sorting, delivering and retrieving mail; maintains logs on postage meter; monitors postage machine; maintains list of incoming packages for tracking purposes. Incumbent will be responsible for addressing all questions regarding regular and special delivery mail (i.e. overnight, Express Mail, Fed-Ex). Employee will operate, adjust and maintain a wide range of mail equipment and will perform other mail room related duties as needed. May be required to work at Manchester or District Office. The incumbent is the liaison between mailroom staff and management regarding the handling of sensitive materials.
- 20% (E) Incumbent will provide support for District 6 auto pool staff. Incumbent will assist in checking out vehicles, maintaining the database (s), responding to correspondence from District and HQ staff. Employee will maintain database as it relates to auto pool and annual reports as required.
- 10% (E) Incumbent will assist with monthly Voyager Report. Employee will help maintain database and spreadsheet to track the usage of all Voyager Credit Cards for District 6/Central Region users. Incumbent is responsible for making personal written/verbal contact with users of the credit cards. Individual will assist with the monthly report to HQ in the absence of the Voyager Report Coordinator. Employee deals with sensitive issues relative to credit card charging practices and must maintain the highest level of integrity as the disclosure of certain individual practices can lead to disciplinary action against abusers of State Use Policies. Incumbent will work with District 6, Central Region, other Districts and HQ staff.

10% (M) Incumbent will assist with ordering and stocking the supply room. Employee will be responsible for researching various sources for best practices. Incumbent will be responsible to assist administrative staff with various tasks and special projects for other Administration Divisions relative to filing special mailings and entry of information into various databases.

10% (M) Incumbent is the back up to the District 6 Manual Coordinator. The incumbent will assist the Manual Coordinator and work with the HQ Office that is responsible for updating manuals and publications. Incumbent will ensure orders are prepared, submitted and distributed in a timely manner. Incumbent must maintain communication with each unit requesting specific manuals and with the HQ Office.

**SUPERVISION RECEIVED**

Receives supervision from the Chief of Facilities.

**SUPERVISION EXERCISED**

This position does not supervise other employees.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of Department/District/Central Region organization. Must have general knowledge of department and regional goals and policies and have the ability to provide direction in accomplishing them. Must have knowledge and ability to understand others, communicate and deal effectively with difficult people to resolve problems. Must have knowledge of modern office methods, supplies and equipment.

Must have ability to perform clerical duties including ability to spell correctly; must be able to communicate orally and in writing in an effective and professional manner; operate various office machines, evaluate situations accurately and take effective action; establish and maintain friendly and cooperative relations with other Departments.

**CONSEQUENCE OF ERROR**

Error in judgment may result in unnecessary delays for employees and public, poor external and internal relationships and a loss in efficiency and production.

**PUBLIC AND INTERNAL CONTACTS**

The employee will routinely contact employees, other Caltrans Districts, Central Region and Headquarters personnel. Will occasionally have contact with contractors, vendors, and the general public.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

Must have the ability to work on a keyboard; manual dexterity, develop and maintain cooperative relationships. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. This job requires interaction with various staff/contractors/vendors. It is important that employee works with others in a cooperative manner. Must deal effectively under pressure and maintain focus.

**WORK ENVIRONMENT**

Employee will be required to sit for long periods of time. Employee must be able to walk up to ½ mile while performing some duties. Must have a valid California Driver's License and must be able to drive various vehicles while working to assist the Auto Pool personnel.

**I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)**

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**EMPLOYEE'S NAME**

**DATE**

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**SIGNATURE**

I have discussed the duties and provided a copy of this duty statement to the employee named above.

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**SUPERVISOR'S NAME**

**DATE**

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**SIGNATURE**

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