JOB OPPORTUNITY

****REVISED****

**STATE OF CALIFORNIA**

# CALIFORNIA TRADE AND COMMERCE AGENCY

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.

**CLASSIFICATION:** Office Technician (Typing) (FT/P) **DATE:** June 14, 2000
**TWO POSITIONS AVAILABLE**
*(May be downgraded for recruitment purposes.)*

**LOCATION:** California Film Commission, Hollywood

**FILING DEADLINE:** June 28,2000 or until filled

**JOB DUTIES:** Under the general direction of the Director and Deputy Director of the California Film Commission (CFC) and direct supervision of the Staff Services Manager, the Office Technician performs general office work associated with answering the phone, greeting and assisting customers plus a variety of general office work. General office duties include: typing, dictation and transcription; mail and document handling; filing and records management; document preparation and review; composition of correspondence; verbal communications; statistical and other record keeping; cashiering; plus scheduling, arranging meeting and travel. Incumbent will be working with the public and regularly required to have particular knowledge and/or proficient in such special areas as typing, cashiering, and information services. Delivery of these services, in all or in part, take place in the Location Resource Center (LRC) which is a library consisting of hard copy photos, printed reference material as well as a digital photographic web based database.

- Meet and greet customers, respond to both telephone and walk-in patron inquiries for assistance.
- Primary duties include, answering and directing telephone inquires in a timely manner, provide office expertise on the Lucent phone system, and assist with suggestions on enhancement of customer assistance;
- Responsible for timely daily delivery of the mail to the appropriate receptacle with complete proper postage or bills attached.
- Responsible for the preparation of the Public Commission pre-meeting agendas and packets, commissioner' mailings, commissioner' follow-up information, meeting room arrangements, meeting equipment setup and operation, commission minutes, meeting transcriptions and staff travel arrangements, Additionally the same responsibilities for any subcommittee or internal staff meetings.
- Answer questions in LRC, as well as, typing, material filing, assisting the general public and special interest groups with reference materials.
- Assist the public in using the specialized digital database, monitor photocopies produced, maintain photocopy supplies, maintain LRC equipment, produces and maintain supplies of frequently requested reference material.
- Assist with the development, and/or maintenance of internal materials including office publications, charts, lists and desk procedure manuals.
- Employee will be required to handle small amounts of cash in accordance with the State's and Agency's Cash Procedures.

**DESIRED QUALIFICATIONS:**

- Basic knowledge of permitting requirements of local jurisdictions in the State.
- Skills of being consistent in a manner and non-complex cataloging organization.
- Basic knowledge of the State's various regions and filming locations within those regions.
- Basic knowledge of filing and organization.
- General knowledge of filming parameters imposed by State agencies.
- Experience with Windows 98, Microsoft Office 2000 (Word, Excel, Outlook).
- The ability to communicate effectively in written and verbal form.
- Tact, diplomacy and the ability to remain composed in stressful situations
- The ability to work independently, as well as, cooperatively in a group.

**SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY**

**Contact:** Elaine Dysinger **Phone:** (323) 860-2960 Ext. 110
**E-Mail:** edysinger@commerce.ca.gov **Fax:** (323) 860-2972

**PLEASE SUBMIT YOUR APPLICATION TO:**
California Trade and Commerce Agency
California Film Commission
7080 Hollywood Blvd., Suite 900
Hollywood, CA 90028
Attention: Elaine Dysinger
**RPA 00-159**