DEPARTMENT OF
CORPORATIONS

JOB OPPORTUNITY

GRAY DAVIS, Governor

DEMETRIOS A. BOUTRIS, California Corporations Commissioner *MARIA CONTRERAS-SWEET, Agency Secretary*

Release Date: February 10, 2003

****DUE TO THE CURRENT HIRING FREEZE, THIS JOB OPPORTUNITY IS ONLY AVAILABLE TO DOC EMPLOYEES CURRENTLY IN THESE CLASSIFICATIONS OR EMPLOYEES WITH SURPLUS OR SROA STATUS.****

CLASSIFICATION: **OFFICE TECHNICIAN (T)**
Will consider **Office Assistant (T)**
1 Position – Permanent-Full Time, Sacramento

FINAL FILING DATE: **Until Filled**

SALARY: $2390 – $2905 per month
If Office Assistant (T) selected for vacancy, salary is $1908-$2515

POSITION LOCATION: OMB, Office of Consumer Services, 1515 K Street, Sacramento

Applicants should provide a copy of a valid typing certificate at the time of application.

DUTIES AND RESPONSIBILITIES – Under the direct supervision of the Manager, Office of Consumer Services, the Office Technician (Typing) will primarily answer incoming public calls, provide program information to consumers and business licensees regarding the laws the Department regulates, including basic licensing requirements and general program information. In addition, staff screens and directs phone calls to appropriate specialized staff for more detailed information and inquiries, sends out complaint forms to the public upon request, drafts correspondence and assembles a variety of information for licensees and consumers, inputs and updates information on an electronic database. Staff is also required to assist the Enforcement and Legal Services Division by conducting a preliminary review of public complaints, researching the various Department databases for information on licensees as requested, and drafting a summary report for review and use by enforcement attorneys.

DESIRABLE QUALIFICATIONS

- Good typing skills and proficiency on personal computers utilizing Microsoft Word.
- Ability to be a self-starter, and interested in assuming non-routine tasks.
- Communicate effectively both orally and in writing.
- Must provide courteous and reliable service.
- Good attendance.
- Ability to adjust to shifting priorities and workload.
- Ability to establish and maintain effective working relationships.

WHO MAY APPLY – DOC EMPLOYEES CURRENTLY AT THE OFFICE TECHNICIAN (T) OR OFFICE ASSISTANT (T) LEVEL, THOSE WITHIN TRANSFER RANGE OR LIST ELIGIBILITY WHO ARE REACHABLE (IN THE TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS IN THESE CLASSIFICATIONS ARE ENCOURAGED TO APPLY. For further technical information regarding the position, please contact Linda Tessmer at (916) 324-6271 or CALNET 8-454-6271. **SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA# 01-OMB0041** under the job title).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Human Resources Office
Attention: Linda Tessmer (#01-OMB0041)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 324-6271 or CALNET 8-454-6271

RPA #01-OMB0041ca

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.