

Job Posting: Office Technician (General)

CDFA - 9th District Ag Assoc

JC-110959 - Office Technician (General)
OFFICE TECHNICIAN (GENERAL)

\$2,868.00 - \$3,593.00

Final Filing Date: 5/30/2018

Job Description and Duties

Per CCR 249.3, this job control may be used to fill subsequent vacancies.

Under the general supervision of the Secretary-Manager, the incumbent will perform general office duties.

The duties include but are not limited to:

- Organize and maintain the DAA files to ensure proper labeling and accessibility as directed.
- Open, sort, and distribute various types of incoming mail that includes forwarding and/or distributing documents to appropriate staff.
- Answer and direct calls to appropriate staff; ensure and provide effective communication and customer service.
- Maintain and purchase general office supplies for DAA and review inventory upon delivery to ensure order is complete and accurate.
- Establish and maintain the DAA files and records for management.

Candidates may perform these essential functions with or without reasonable accommodation.

Working Conditions

This position requires light lifting, sitting, and standing.

During Fair it is required being outdoors for periods of time.

May be required to work nights and weekends during interim events and Fair.

Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- [OFFICE TECHNICIAN \(GENERAL\)](#)

Position Details

Job Code #: JC-110959
Position #(s): 014-000-1138-999
Working Title: Office Technician (General)
Classification:
OFFICE TECHNICIAN (GENERAL)
\$2,868.00 - \$3,593.00 A

of Positions: 1
Work Location: Humboldt County
Job Type: Permanent, Full Time

Additional Documents

- [Job Application Package Checklist](#)

Department Information

The 9th District Agricultural Association (DAA), Redwood Acres Fair, consists of approximately 53 acres with a grandstand for live stock car racing, 10 buildings, 150 hours stalls, 3 parking lots, a minor league baseball field, a community garden, BMX race track, and 17 small businesses. It strives to maintain and promote its facilities in a manner that is beneficial to the community. Redwood Acres produces a yearly fair showcasing livestock, agriculture, and the many diverse interests in our County.



Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 5/30/2018

Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

Applications will be screened and only the most qualified applicants will be selected for an interview.

How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application

Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

CDFA - 9th District Ag Assoc
Attn: Human Resources Branch; JC-110959
1220 N Street - Room 242
Sacramento, CA 95814

Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Human Resources Branch
1220 N Street - Room 242
Sacramento, CA 95814

ELECTRONIC APPLICATIONS PREFERRED. All mail and drop-off applications must include JC-110959.

08:00 AM - 05:00 PM

Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.jobs.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is optional. It may be included, but is not required.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Contact Information

The Hiring Unit Contact is available to answer questions regarding the position or application process.

Hiring Unit Contact:

Cindy Bedingfield
(707) 445-3037
redwoodacres1@gmail.com

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

EEO Officer

(916) 654-1005

Cathy.Dambrosio@cdfa.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Additional Information

Please do not include any confidential information such as social security number, marital status, ethnicity, age, or disability information on any of the documentation uploaded with your online application.

If the classification you are applying for has an education requirement, transcripts will be required to verify you meet the minimum qualifications of the classification. Please be sure to redact any confidential information before uploading your transcripts.

Applications with foreign degrees may be asked to provide an official foreign transcript evaluation which indicates course work is equivalent to a degree from an accredited U.S. College or University.

This position may require a medical clearance.

Alternate Classifications may be considered.

Hard Copy Applications

If you are dropping off or mailing in your application, please use the Examination/Employment Application, STD 678 Revised 12/2017 version.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.