

OFFICE TECHNICIAN-HCRC

DEFINITION

Under supervision, performs a variety of general office support duties, including mail processing and reprographics; transports packages and/or personnel as needed; performs related work as assigned.

CLASS CHARACTERISTICS

Office Technician-HCRC is a journey-level class, fully competent to perform independently the full range of general office support duties including mail processing and reprographics.

EXAMPLES OF DUTIES (*illustrative only*)

- Operates computerized postage meter machine; processes mail; sorts and distributes incoming and outgoing mail; delivers large packages.
- Delivers crucial deadline-related legal material correctly.
- Sends, receives, and logs facsimile documents.
- Operates large-volume copiers to produce a variety of documents and reports.
- Collates materials, stuffs envelopes, and prepares binders for large projects.
- Sets up conference rooms for meetings; moves files, furniture, and equipment.
- Operates a variety of standard and specialized office support equipment, such as electric paper punch, binding machine, and electronic or digital copiers.
- Performs a variety of routine and preventive maintenance, such as cleaning copy equipment and changing toner.
- Transports heavy office supplies, files, and equipment weighing up to 60 pounds.
- May be required to use a vehicle to transport packages and/or personnel as needed.
- May screen packages as necessary.

WORKING CONDITIONS

- Wear specified safety equipment.
- Work with equipment that requires MSDS (Material Safety Data Sheet) postings.
- Must be available to work overtime and on weekends and holidays.

QUALIFICATIONS

Knowledge of:

- Safe operation of a variety of office, mail, and copy equipment, such as high-production copier, computerized postage meter, facsimile machine, and binding machine.
- Basic office practices and procedures.
- Basic business arithmetic.
- Basic methods of alphabetic and numeric filing.

Ability to:

- Understand and follow oral and written directions.
- Safely operate a variety of office support equipment, such as electric paper punch, binding machine, and mail/envelope insertion equipment.
- Maintain accurate records of work performed.
- Sort, deliver, and process mail accurately and efficiently.
- Transport materials and heavy office equipment weighing up to 60 pounds.
- Comply with health and safety codes.
- Organize own work, set priorities, and meet critical deadlines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

Requires valid California driver's license.

Education and Experience:

Equivalent to graduation from high school and one year of experience in various office support duties such as mail processing and production copying.

OR

One year as an Office Technician I with the Judicial Branch.