# Board of Prison Terms
## Job Opportunity
## Office Technician*
## **Executive Office**

Duties: Under the general supervision of the Staff Services Manager II, the Office Technician (OT) performs the following duties in the Correspondence Section. The OT is responsible for preparing correspondence concerning life parole consideration, parole revocation hearings, requests for information and other matters. Maintains a database (Access) log of correspondence received. Maintains confidentiality of all correspondence or issues that arise in the course of performing various assignments. Provides back-up coverage for the Receptionist Area on a daily basis.

**Desirable Skills**: Above average computer skills, proficient with Microsoft Word and Excel, excellent attendance, work with minimal supervision, and work cooperatively with co-workers.

Who Should Apply: Candidates reachable on the State Personnel Board Office Technician Examination list if reachable will receive employment inquires. Lateral Transfers will be considered.

Salary: $2,348.00 - $2,855.00

How to Apply: Submit a standard state application and resume to:

Board of Prison Terms, E-18
1515 K Street, Suite 600
Sacramento, CA 95814
Attn: Shana Groff
(916) 322-2808

Deadline: **Until Filled**
Applications will be screened, and the most qualified applicants will be scheduled for an interview.
***Pending budget approval.**

Rev. 5/01