# Board of Prison Terms
# Job Opportunity
# Office Technician*
# (Limited Term 12 Months)
# **Hearings Division**

Duties: Under direct supervision of the Staff Services Manager I, the Office Technician provides general clerical support to the treatment program staff. Responsible for typing memorandums, letters, reports, tables and charts using a personal computer; responsible for typing and formatting policies and procedures pertaining to the new treatment program. Assist unit staff creating new parolee treatment files; establish filing and tracking system for treatment files and relevant documents; establish and maintain resource lists for staff use; assist with keying pertinent data into database. Answer, screen, and refer calls to appropriate staff; open, send and distribute mail; Xeroxing and process mail-outs to providers; maintain contract services files; assist with development of forms for use in treatment program. Assist the Deputy Commissioners, SSM I, and analysts with various projects, or research information as requested.

**Desirable Skills**: Above average computer skills, excellent attendance, work with minimal supervision, and work cooperatively with co-workers. All applications will be pre-screened and only the most qualified will be interviewed.

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: Julie Martin
(916) 322-9420

*Pending approval of the 2001-2002 budget.

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

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