



Job Announcement

Diagnostic Center – Northern California
39100 Gallaudet Drive
Fremont, CA 94538
(510) 794-2500

EXCELLENCE IN EDUCATION

POSITION: Office Technician
SALARY: \$2,686.00-\$3,264.00 per month
Time Base: Full Time

DUTIES: Under the direction of the Office Services Supervisor, the Office Technician shall perform various tasks including:

- Serves training coordinator and maintain a database of current training data. Works directly with SELPAS regarding training arrangements, training contracts, location of training and mails training material to agencies.
- Maintains information regarding training attendance, create certificate of completion, maintains sample flyers for training and enters training evaluations into database.
- Assist Staff Service Analyst with business reports, inventory tracking, and contacting vendors, processing vendor data forms, maintaining and updating vendor information, and assisting with processing travel expense claims.
- Verify all orders, notifying appropriate staff of any discrepancies, distributing to appropriate staff, sending copies of purchase order to Accounting.
- Maintain an electronic database of all journals received by Diagnostic Center, provide information pertaining to journal renewal, duplication and validity of expiration and distribute journal to appropriate staff.
- Maintain AV equipment used by staff members for trainings and assessment. Notify IT personnel of broken or non-working equipment.

DESIRABLE SKILLS

- Strong personal computer skills working Word and Access
- Ability to work as a member of a team or independently.
- Ability to work within time constraints in preparation of monthly reports.
- Ability to communicate effectively, both verbally and in writing.
- Knowledge of office procedures.
- Excellent organizational skills, including the ability to set priorities and take initiative.

Who May Apply:

Individuals who have list eligibility, are in a class transferable to, or have reinstatement rights for this class. All applicants must clearly indicate basis of their eligibility in Box 1 on the standard State Application Form STD 678.

Employment provisions as outlined by the Department of Personnel Administration's State Restriction of Appointment (SROA) policy prevail. In addition, current or future executive orders relative to filling vacant positions may also affect this process.

How to apply: Submit a State Application (Form 678) to:

Linda Paschal, Office Services Supervisor, Diagnostic Center, North,
39100 Gallaudet Drive, Fremont, CA 94538
(510) 794-2500, FAX (510) 794-2513

FINAL FILING DATE: Until Filled