



# Job Announcement

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

EXCELLENCE IN EDUCATION

**POSITION:** Office Technician (Typing)  
**SALARY:** \$2,686.00-\$3,264.00 per month  
**Tenure:** Permanent  
**Time Base:** Full Time

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

- Provide all aspects of scheduling support to professional staff for on-site and off-site trainings
- Serve as training coordinator and maintain a data base of current data; work directly with SELPAs regarding training arrangements, contracts and location of trainings and mail/email hand-outs and materials to hosting agency or contact prior to training date
- Maintain information regarding training attendance, certificates of completion and sample flyers for trainings; enter evaluations into database
- Manage all audio-visual equipment for trainings from check out to return and inform IT when equipment needs repair and maintenance
- Assist the Staff Systems Analyst (SSA) with business reports, inventory tracking, processing travel expense claims, contacting vendors / processing vendor data forms / maintaining current vendor information
- Verify all orders, distribute orders, send copies to Accounting of Purchase Order
- Maintain an electronic database of all Diagnostic Center North journals, provide information pertaining to renewals, duplication and validity of expiration; distribute journals to appropriate staff

## **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:

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

**APPLICATIONS MUST BE RECEIVED BY: May 3, 2013.** Applications will be screened and the most highly qualified will be invited to interview.