



<b>Classification:</b> Office Technician (Typing)	<b>Position No.:</b> 202-1139-804
<b>CBID:</b> RO4	<b>Office:</b> Contracts, Grants and Loans
<b>Date Prepared:</b> November 3, 2017	<b>Division:</b> Administrative and Financial Management Services
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

**POSITION DESCRIPTION:**

Under the general direction of the Staff Services Manager I (Supervisory), in the Contracts, Grants and Loans Office, the incumbent performs the most complex clerical and technical support duties for a staff of agreement analysts and Staff Services Managers (Supervisors). The incumbent is responsible for the general office functions. The incumbent is also responsible for maintaining and updating the Contracts, Grants and Loans Office’s databases, and serving as time keeper for the Financial Services Branch.

The incumbent interfaces with representatives in all divisions and offices within the Commission. The incumbent also has contact with other departments and control agencies, and the general public. The incumbent performs a full range of duties within the Contracts, Grants and Loans Office, and is required to exercise initiative and independence in successfully completing assignments and managing the daily contract, grant and loan workload. The incumbent may also provide clerical support services for other offices as necessary and as time permits. Specific duties and typical tasks are described below.

**SKILLS AND ABILITIES:**

This is the advanced journey level which regularly performs a variety of the most difficult clerical duties and is expected to exercise a high degree of initiative and independence in performing assigned tasks. It is essential that the incumbent have the ability to perform the most difficult clerical work, including the ability to spell correctly, use proper English, read and write English at a level required for successful job performance, apply specific laws, rules, and office policies and procedures, operate various office machines, and follow both written and oral directions. This position requires working knowledge of Microsoft Office products. The incumbent must exercise good judgment, possess good interpersonal skills, have the ability to work well under pressure, and be able to communicate effectively both orally and in writing. In addition, this position has the responsibility for functional guidance in training and assisting less experienced employees such as a Student position.

## **DUTIES AND RESPONSIBILITIES:**

40% **COMMUNICATION:** Acts as the first point of contact for the office. Returns public inquiries through phone, electronic mail, or in-person contact; also directs specific calls to the appropriate Agreement Officer. Processes analysts' requests: forms; letters; routing; contacting control agencies, contractor, and/or recipient on agreement status. Receives and distributes mail. Schedules and coordinates office meetings, and coordinates training classes offered by the Contract, Grants, and Loans Office staff.

Types from rough draft material prepared by Contracts, Grants and Loans Office staff, and independently prepares final contract, grant and loan award packages. This requires resource verification; use of the computer; knowledge of each contract, grant or loan program's format, routing policies and procedures, and appropriate forms or documents; complete accuracy in the final product. Coordinates high priority reproduction orders and prepares time-sensitive contract, grant and loan documents for mailing. (E)

25% **GENERAL OFFICE FUNCTIONS:** Responsible for the timely and accurate routing of all incoming contract, grant and loan materials, including all sensitive and procedural requirements to meet appropriate contract, grant and loan time frames; expedites and prioritizes, ensures deadlines are met by follow-up; locates missing materials; resolves problems resulting from errors or noncompliance. Maintains and updates written office procedures. Delegates, assigns, and oversees the work of student assistant(s) and office clerk. Is a subject matter expert in Microsoft Word, Excel, Outlook, and PowerPoint-this includes the knowledge to format, edit, and export documents.

Utilizes general office machines such as the scanner, fax, and copy machine. Operates various office machines, including basic maintenance. Maintains the office supply inventory including ordering and/or procuring. (E)

10% **BUSINESS MEETING:** Requests, receives, maintains, and reviews all necessary Business Meeting documents and materials in accordance with the published Business Meeting calendar both electronically and in hard copy. Maintains the Office Agenda Log Book. Responsible for scheduling. (E)

5% **AGREEMENTS:** Receives, processes, and prepares all contract, grant, and loan agreement files. Follows-up on critical issues for the Managers of the Contracts, Grants and Loans Office. (E)

5% **SOLICITATIONS:** Maintains all log-in sheets. Receives and prepares all solicitation files. Updates solicitation documents and prepares for reproduction. Receives, opens, logs in, distributes, and files applications/proposals which includes communicating with the general public. May need to communicate with upset applicants/bidders, in person or on the telephone. (E)

- 5% **DATABASES:** Maintains and updates the Grants and Loans Office's tracking system/database. Pulls requested reports. (E)
- 5% **INVOICES/FILING:** Receives and distributes invoices. Maintains and updates electronic files. Keeps accurate records. Responsible for filing. Acts as the Records Retention liaison. (E)
- 5% **TIMEKEEPING:** Responsible for time keeping, including verifying office staff's leave balances. (E)

**OTHER INFORMATION:** Failure to use good judgment in handling sensitive material and imparting information to others could result in information being released that is confidential in nature, or may prevent parties from participating in the agreement process. It could also impair relationships and morale with contractors/recipients as well as Commission Agreement Managers.

<b>SIGNATURES</b>	
<b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b>	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border-top: 1px solid black; width: 80%;"></div> <div style="text-align: center; font-size: small;">/</div> <div style="border-top: 1px solid black; width: 15%;"></div> </div> <p><b>VACANT</b> Employee</p>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border-top: 1px solid black; width: 80%;"></div> <div style="text-align: center; font-size: small;">/</div> <div style="border-top: 1px solid black; width: 15%;"></div> </div> <p><b>GORDON KASHIWAGI</b> Manager</p>