

08440
Department of Justice
Post & Bid Position Announcement
Bargaining Units 1 and 4



1. Reference # : 001OAT 2. Position Number : 420-033-1379-005 3. Date of Posting : 05-07-02
 4. Classification : Office Assistant-Typing 5. Salary Range : \$1,908 - \$2,465/month
 6. Pay Differentials That Apply To Position : n/a
 7. Working Hours of Position : 8:00-5:00
 8. Department of Justice Location : Office of the Attorney General, 455 Golden Gate Ave., San Francisco 94102
 (If selected and the position requires a relocation the Department will √ will NOT provide relocation assistance.)

9. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

A. Minimum Qualifications per the Classification Specification (Education and or Experience) :

<http://www.spb.ca.gov/wwwcp1rd.cfm>

Candidates must have strong computer skills, be well organized, work well under pressure, and be able to work both independently and as a team member. Possess good typing, spelling, punctuation, and grammatical skills; able to communicate effectively; follow oral and written directions and exercise good judgment.

B. Technical & Professional Skills & Abilities :

Under the immediate supervision of a Legal Support Supervisor, the successful candidate for this position will assist staff in performing a wide variety of routine clerical duties. The incumbent will type a variety of correspondence and other materials from rough draft to final form and type technical material from handwritten or typed drafts; will assist in preparation of court filings by performing such tasks as assembling, indexing and tabbing exhibits and/or case files, duplicating material, typing labels, faxing, and making routine telephone calls; proofread and edit documents for spelling; will prepare, type and process travel claims; will set-up and close case files; will assist in preparation of large mailings by addressing and stuffing envelopes. Perform other support staff duties as required.

C. License and/or Certification Requirements :

Typing certificate of 40 wpm.

D. Physical Requirements to Perform Essential Functions :

While performing assigned duties, the Office Assistant may be required to perform tasks that require bending/stooping, carrying/lifting up to 25 lbs., climbing, reaching/twisting, kneeling/crawling, manual dexterity, pushing/pulling, prolonged standing/sitting, frequent walking. Must also be able to lift batches of work from shelves, above and below eye level.

E. Other Departmental Requirements :

Clearance of fingerprints.

F. Duty Statement/Description of Duties : http://caag.state.ca.us/careers/pnb_PDF/OA_T_Duty.pdf

10. Final Date and Time for Receiving Bid : Postmarked on or before 05/18/02

11. Where to Obtain Bid Form : <http://caag.state.ca.us/careers/pnb.htm>

12. Submit Bid to:

Department of Justice
 Post & Bid Coordinator
 Personnel Programs
 1300 I Street, 7th Floor
 Sacramento, CA 95814

Phone # (916) 323-5580
 Fax # (916) 327-4274

13. Window period employee must be available for contact (unit 1 & 4 Only) : From : 05/28/02 To : 05/28/02

(If selected, you must report in no less than 14 calendar days and start date must be within 30 calendar days unless agreed otherwise by current and hiring supervisor.)

14. Expected Reporting Date To Position (Unit 11 Only) : N/A

(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.) Revised 3/28/02