

# CCC CALIFORNIA CONSERVATION CORPS

1719 24th Street, Sacramento, CA 95816

## Career Opportunity



September 3, 2015

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

**Then the California Conservation Corps (CCC) has the job for you!**

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

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## OFFICE TECHNICIAN (TYPING) FULL TIME / PERMANENT

### SALARY

\$2,809 - \$3,515

### QUESTIONS ABOUT THE JOB

JUSTINA WHITE

(619) 409-4382

OR VISIT OUR WEBSITE

[WWW.CCC.CA.GOV](http://WWW.CCC.CA.GOV)

### FINAL FILING DATE

SEPTEMBER 14, 2015

### POSITION LOCATION

NATIONAL CITY

### SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT DESK

1719 24<sup>TH</sup> STREET

SACRAMENTO, CA 95816

**RPA # 16-1059**

**Duties:** Payroll: initiate & process payroll documents which includes corpsmember (CM) pay, posting CM work hours into database daily, prepare monthly payroll reports for submission to Headquarters, update CM and Special Corpsmember (SPCM) information and payroll adjustments into database, receive and distribute CM/SPCM warrants, perform record and timekeeping for AmeriCorps and Prop. 39 Energy Crew, assist with staff payroll as needed and respond to field staff & incoming public with inquiries regarding payroll transactions.

Personnel: prepare and complete intake paperwork for up to 35 new CMs which includes presenting information in a classroom setting. Prepare and process benefits and insurance plans, update CM/SPCM leave records, process CM transfers, conduct monthly RDO reconciliations and assist with RPAs as needed which includes preparing org chart, duty statement and job bulletin for submission to HQ.

Assist Center Director, Administrative Officer I & Con Sup: responsible for updating Full Time Equivalent (FTE's) on a weekly basis, acting secretary for Community Advisory Board which includes arranging all meetings, acting as point of contact, take minutes & make any necessary bank deposits. Responsible for entering & tracking Account Receivables in budget system along with assisting with travel accommodations, revolving fund advances and TECs as needed. Supervise the corpsmember office assistant which includes mentoring and assigning duties.

Workers' Compensation: monitor & track all cases and minor injury reports; act as point of contact for HQ, SCIF and medical doctors.

Perform receptionist duties including receiving and screening telephone calls, directing calls to the proper personnel, greeting the public and answering routine inquiries. Act as lead person to other clerical staff in the absence of the AOI and on occasional special projects. Must be available to provide office/clerical support to support center emergency response.

**Who May Apply:** Applicants currently at the Office Technician (Typing) level, or those who have eligibility for appointment or transfer to this classification. Training and Development (T&D) assignments may be considered.

Please indicate RPA #16-1059 in the job title section of your State application.