

CCC CALIFORNIA CONSERVATION CORPS



1719 24th Street, Sacramento, CA 95816

Career Opportunity

December 8, 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.

OFFICE TECHNICIAN (TYPING) FULL TIME / LIMITED TERM (4 MONTHS)

SALARY

\$2,809-\$3,515

FINAL FILING DATE

DECEMBER 18, 2015

POSITION LOCATION

SAN LUIS OBISPO

RPA # 16-1125

QUESTIONS ABOUT THE JOB

TINA MOORE

(805) 549.3561

OR VISIT OUR WEBSITE:

WWW.CCC.CA.GOV

SEND APPLICATION TO

CIVIL SERVICE RECRUITMENT ANALYST

1719 24TH STREET

SACRAMENTO CA 95816

Duties: Under the supervision and direction of the Administrative Officer I, the Office Technician (OT) is responsible for the more complex clerical and timekeeping duties at the Center. The OT is responsible for staff payroll and personnel matters, including paperwork for hires, separations, promotions, health benefit enrollments, and on-the-job injuries for Special Corpsmembers and Staff. The OT is responsible for Staff Workers' Compensation reports & tracking. The OT is responsible for

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tracking vehicle fleet maintenance and repairs. This position acts as a support person for other clerical staff, the District Director, Administrative Officer, and Conservationist Supervisor, and provides back-up for other clerical staff as needed. The OT has extensive telephone & face-to-face contact with other employees and the public. The OT maintains confidential personnel files, administrative files, and reference materials.

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 #16-1125 in the job title section of your State application.

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