

CCC CALIFORNIA CONSERVATION CORPS



1719 24th Street, Sacramento, CA 95816

Career Opportunity

December 22, 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 (7 MONTHS)

SALARY

\$2,809-\$3,515

FINAL FILING DATE

JANUARY 7, 2016

POSITION LOCATION

POMONA

RPA # 16-1149

QUESTIONS ABOUT THE JOB

DUANE WILSON

909-594-4206

OR VISIT OUR WEBSITE:

WWW.CCC.CA.GOV

SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT DESK

1719 24TH STREET

SACRAMENTO CA 95816

Duties: Payroll: initiate and process payroll documents for staff and corpmembers (CMs), which includes payroll checks, dock notices, maintenance deductions, overtime pay and Employment Action Requests. Ensure Payroll checks are accurate and properly distributed. Ensure attendance and leave balances are recorded daily. Compile daily rosters and posts monthly time sheets, using a personal computer.

Transactions: initiate and process requests for CM appointments, promotions, transfers, separations, health and life insurance benefits, and other applications of laws and procedures. Responsible for submitting the above mentioned paperwork to the appropriate personnel specialist in headquarters in

The young women and men of the Corps work hard protecting and restoring California's environment and responding to disasters, becoming stronger workers, citizens and individuals through their service.

a timely and expeditious manner. Establish and maintain staff and CM personnel files and payroll records.

Responsible for various clerical duties which include receiving, distributing and forwarding all incoming mail and outgoing mail. Provide weekly reports to the District Director, Administrative Officer and key staff personnel.

Assist with telephone coverage in the front office and public interaction while maintaining a courteous and business-like manner. Serve as a backup for the other Office Technician when necessary.

Filing of all personnel files, various copy work, incoming and outgoing faxes. Type various reports, correspondence, travel claims, etc.

Desirable Qualifications:

Ability to act professionally as the first point of contact in the CCC centers. Knowledge of office systems. Exhibits strength in character; respect the chain of command; team player; possess unquestionable ethics; demand excellence from others; and leads by example.

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

Please indicate RPA #16-1149 in the job title section of your State application.