

# CALIFORNIA HORSE RACING BOARD

## JOB OPPORTUNITY FOR OFFICE TECHNICIAN (TYPING)



Visit our Website at [www.chrb.ca.gov](http://www.chrb.ca.gov)

LOCATION: Sacramento FILE BY: Until Filled  
TENURE/TIMEBASE: Permanent/Full time SALARY: \$2686-\$3264

In order to be considered for this position, the individual must submit a Standard State Application (Std. Form 678) and a typing certificate of at least 40 words per minute to:

ATTN: WENDY MATSUDA  
California Horse Racing Board  
1010 Hurley Way, Suite 300  
Sacramento, CA 95825

MAKE SURE YOU ENTER: **OFFICE TECHNICIAN (TYPING)-CEA, 395-100-1139-001** in the title box of the Standard State Application, Form 678.

### **POSITION DESCRIPTION:**

Under the supervision of the Assistant Executive Director, the Office Technician (T) provides secretarial support and clerical support to other staff as needed. The incumbent should demonstrate interest in assuming increasing responsibility, mature judgment, loyalty, poise, tact, and discretion.

### **DESIRABLE QUALIFICATIONS:**

- Ability to work independently
- Excellent writing skills.
- Well organized and detail oriented.
- Ability to manage multiple projects with different time frames
- Use diplomacy.
- Interest in and/or knowledge of the horse racing industry and law.
- Dependable, punctual, and reliable.
- Use professionalism at all times.

### **ADDITIONAL INFORMATION:**

Applicants are eligible to apply if:

- You are on a SROA/Surplus list as an Office Technician (T) or in a classification comparable and transferable
- You are currently in the classification of Office Technician (T)
- You have reinstatement eligibility
- Reachable on an active eligibility list

Applications will be screened and only the most qualified will be interviewed.

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony, or any gambling-related offense, therefore, all employees are subject to a background check.

Questions regarding the duties of the position may be directed to Jacqueline Wagner at (916) 263-6041.

CALIFORNIA STATE GOVERNMENT\*AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.  
The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are  
1-800-735-2929 (TT.TDD) and 1-800-735-2922 (VOICE).

Final File Date: Until filled

Release Date: 04/18/2012

CALIFORNIA HORSE RACING BOARD  
OFFICE TECHNICIAN (T)  
DUTY STATEMENT

Under the supervision of the Assistant Executive Director (AED), the Office Technician (Typing) provides secretarial support to the Assistant Executive Director and clerical support to other staff as needed. Duties to be performed, but not limited to, are as follows:

<u>% of Time</u>	<u>Duties</u>
45%	As Office Technician (Typing) to the AED, incumbent schedules and maintains appointment calendar; screens phone calls/staff inquiries by answering or providing research to respond; and/or routes calls/inquiries to the appropriate staff; compose and type letters, memorandums and other correspondence for the AED; maintains and updates CHRB monthly master calendar of events; assists in maintaining the California Race Dates Calendar; and provides clerical support to other staff as needed with duties such as scanning, faxing, typing, and copying documents when needed.
35%	Maintain a tracking log of the various CHRB applications submitted to the Policy, Regulations and Legislation Unit; prepare notifications to horse racing industry of completed rulemakings files; assist in preparation and formatting of annual rulemaking calendar; monitor website regulation information for accuracy and notify the AED of needed corrections; maintain filing system for completed rulemaking files; scan, copy and archive rulemaking documents as needed; Retrieve and distribute incoming mail for the AED; assist with the set up and maintenance of the central filing system for the Legal Unit; may assist with copying Public Records Act responses; develop and maintain cooperative relations with governmental agencies, private agencies, public, and staff.
20%	Assist in collecting and preparing material for monthly Board meeting package; coordinate and schedule all Board and Committee meetings which may include reserving meeting rooms and providing set up details (i.e. table and chair arrangements, microphones; PowerPoint equipment seating arrangements; recorders, etc.); make all travel arrangements, including transportation and lodging, for the Assistant Executive Director and other staff as needed; and provide support to the Executive Director's Secretary when needed.