

# CALIFORNIA HORSE RACING BOARD

## JOB OPPORTUNITY FOR OFFICE TECHNICIAN (TYPING)



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

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|-------------------------|---------------------|------------------|-------------------------|
| <b>TENURE/TIMEBASE:</b> | Permanent/Full time | <b>LOCATION:</b> | Sacramento              |
| <b>FILE BY:</b>         | Until Filled        | <b>SALARY:</b>   | \$2,809.00 - \$3,515.00 |

In order to be considered for this position, the individual must submit a Standard State Application (Std. Form 678), typing certification, and SROA/Surplus letter if applicable to:

**ATTN: WENDY MATSUDA  
CALIFORNIA HORSE RACING BOARD  
1010 HURLEY WAY, SUITE 300  
SACRAMENTO, CA 95825**

### POSITION DESCRIPTION:

The Office Technician (T) position is located in the Office Services Unit (OSU) and is under the direct supervision of the Chief of Administration. The OSU provides walk in and telephone receptionist support for the headquarters office; handles centralized filing; provides word processing support; distributes incoming mail and prepares outgoing mail for delivery; prepares and distributes monthly Board meeting notices and packages; orders office supplies for headquarters staff; maintains office machine repair needs; assists with monthly, quarterly and annual report requirements; and provides a variety of staff support services as needed.

### REQUIRED/DESIRABLE CHARACTERISTICS:

1. Typing certification that indicates the ability to type 40 words per minute.
2. Ability to work independently and follow verbal and written directions.
3. Ability to operate a multi-line telephone by answering and accurately directing telephone calls.
4. MUST be reliable, dependable, punctual, good organizational skills, and mature.
5. Ability to interact courteously with public and coworkers.
6. Willingness to work Monday through Friday, 8:00 a.m. – 5:00 p.m.
7. Personal computer experience utilizing Microsoft Word, Outlook and Internet Explorer.

### ADDITIONAL INFORMATION:

You are eligible to apply if you are on the State Restriction of Appointment (SROA) list for the same or a comparable classification; or a surplus employee in the same or comparable classification; are currently in the Office Technician (Typing) classification; have reinstatement eligibility; are in a classification comparable and transferable; or on a current Office Technician (Typing) eligible list and reachable.

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.

Any questions about the position may be directed to Wendy Voss, Chief of Administration at (916) 263-6045.

THE STATE OF CALIFORNIA IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (mental and physical), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE RELIGIOUS CREED, SEX (includes pregnancy, childbirth, breastfeeding and related medical conditions), AND 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: October 14, 2015

CALIFORNIA HORSE RACING BOARD  
OFFICE TECHNICIAN (T)  
Office Services Unit - Headquarters  
DUTY STATEMENT

Under the supervision of the Chief of Administration, the incumbent acts as the primary receptionist for the CHRB Headquarters Office. The incumbent may perform a variety of difficult and complex clerical duties; expected to consistently exercise a high degree of initiative, judgment, independence in performing assigned tasks; and assist in maintaining the workflow in the Office Services Unit. Typical functions to be performed, are as follows, but not limited to:

| <b><u>% of Time</u></b> | <b><u>Essential Functions</u></b>  |
|-------------------------|--|
| 40%                     | Assist in compiling, photocopying and distributing monthly board meeting notices and board package material; copy and distribute regulatory changes for both staff and the racing industry; answer incoming phone calls; record mailed/walk-in payments received at the HQ office; maintain the office central filing system; provide word processing support and assist with a variety of short term service tasks.   |
| 30%                     | Assist in the preparation of purchase orders; maintain, intake and processing of office supply orders; assist in maintaining equipment inventory for headquarters and field offices; assist in program staff projects requiring fact finding; conduct internet based research; and assist with the preparation of service contract amendments.   |
| 30%                     | Assist with the following routine tasks <ol style="list-style-type: none"><li>1. Record racing association instruments of credit</li><li>2. Track steward monthly cost spreadsheets</li><li>3. Projects relevant to the jockey retirement program</li><li>4. Public record request document retrieval and copy production</li><li>5. Receiving and recording various mail-in payments</li><li>6. Open and distribute incoming mail</li><li>7. Annual license renewal mailings</li><li>8. Issue racing association license certificates</li><li>9. Service maintenance for office equipment</li><li>10. Annual report reproduction and distribution</li><li>11. Distribution of staff memoranda and business correspondence</li></ol> |