



JOB OPPORTUNITY

OFFICE OF THE STATE PUBLIC DEFENDER

Classification: OFFICE TECHNICIAN (T) \$2740-3429
Tenure: Limited Term/Intermittent (12 months)
Hours: 8:00-12:00, Monday-Friday
Location: OAKLAND, CA (on BART line)

DUTIES AND RESPONSIBILITIES:

As receptionist and office support for the Oakland Law Office of the Office of the State Public Defender, the general duties of this position may include, but not be limited to:

- Answer and screen all incoming calls;
- Greet visitors and direct them to the proper person;
- Maintain employee sign in/sign out log; Update office Outlook calendar
- Open and process U.S. mail; bring mail to Post Office;
- Enter incoming case docket information into office database;
- Ship packages by UPS, Fedex, Ontrac;
- Photocopying and Scanning
- Make calls for repair of various copying machines;
- File and Maintain office case files FAX;
- Provide general clerical assistance to Support Staff, as needed;
- Able to pick-up 30lbs with assistance and other duties as required.

DESIRABLE QUALIFICATIONS:

- **Customer service experience.**
- **Receptionist experience, including , including knowledge and experience with multi-line phones and good phone etiquette.**
- **Ability to work independently and in a team environment**
- **Good general computer skills.; experience with general office equipment such as photocopiers, scanners, and fax machines.**
- **Detail oriented**

WHO SHOULD APPLY:

Individuals with civil service eligibility for the above classification. Please indicate method of eligibility on your application. Applicants on SROA lists or employed by a surplus department are encouraged to apply. (Please indicate on your application if you are SROA/Surplus)

Send an Application To:

Monica Ohta
Office of the State Public Defender
770 L Street, Suite 1000
Sacramento, CA 95814 (916) 322-2676

FINAL FILING DATE: 3/16/2015

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

The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, 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. Released 03/06/2015