



Office Technician (Typing)

By joining the California Lottery team, you will be rewarded with the knowledge that the work you do everyday helps support California's public education. Not to mention benefiting from the additional amenities we offer including FREE PARKING, an on-site Subway® restaurant, an exercise room and our convenient location just outside of downtown.

Salary

\$2,686 – \$3,264

Final Filing Date

November 25, 2009

Applications postmarked after the Final Filing Date will not be accepted.

Position Number

358-710-1139-913

Questions About the Job

Stacy Matsunami (916) 322-6759

Position Location

Sales & Marketing Division

Field Operations

600 North 10th St. (Off Richards Blvd.)

Sacramento, CA 95811

Send Application To

California State Lottery

Attn: Darlene (710)

P.O. Box 2630

Sacramento, CA 95812-2630

Duties

Under the general direction of the Chief of Field Operations, responsibilities include:

- Screen incoming correspondence and refer, when appropriate, to appropriate division staff for independent response or preparation of reply for Chief's signature
- Monitor referred correspondence to ensure deadlines are met and replies are made timely
- Independently compose and prepare correspondence to ensure it is consistent with previous responses, it is in the appropriate Lottery format, proper grammar is used, and that it is free of clerical errors
- Maintain the Chief's calendar and schedule appointments
- Screen all telephone calls to the Chief, and when possible, supply callers with requested information and/or refer calls to the appropriate Division staff member for a prompt response
- Make all travel arrangements for the Chief and ensure travel claims are prepared and submitted timely
- Attend meeting and conferences, as requested and summarize information shared for review by the Chief and distribute to appropriate staff
- Maintain Division files, ensuring confidential information is maintained appropriately and that files are kept up to date
- Relieve the Chief of routine office and/or administrative functions
- Provide support to the Deputy Director of Sales on an as needed basis

Desirable Qualifications

Applicants applying for this position should:

- Have good communication and interpersonal skills
- Be organized and meet deadlines
- Have good attendance
- Be proficient with computer programs such as Microsoft Outlook, Project, Word, Access, and Excel
- Use good judgment in dealing with people and communicate effectively
- Be dependable

Who Should Apply

Applicants must be state employees who are currently in the Office Technician (Typing) classification, or have current list or transfer eligibility for appointment to this class. Applications will be screened for eligibility and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

Equal Opportunity Employer: The California State Lottery is an equal opportunity employer to all regardless of race, religion, ancestry, disability, age, sexual orientation, color, creed, national origin, sex, marital status or political affiliation.

Background Investigation: The California State Lottery Act provides that no person may be hired as an employee of the Commission if that person has been convicted of a felony or any gambling related offense. A background check will be required.