

Office Technician

(General and Typing)

As a member of the EDD team,
an **Office Technician:**

- Performs a variety of general/complex clerical duties such as: typing, dictation and transcription; mail and document handling; filing and records management; document preparation and review; composition of correspondence; oral communications; statistical and other record keeping; cashiering; and ordering and maintaining supplies and equipment.
- Develops a familiarity with the laws and programs administered by the State of California and the Employment Development Department.
- Exercises a high degree of initiative and performs tasks with originality and independence.

Salary and Benefits

Salary

Annual salary ranges from:

\$39,696 to \$51,228
(General)

\$40,428 to \$52,116
(Typing)

Benefits

Health, dental, vision, full retirement package, 401K/457 plans, and professional job training.

Work-Life Balance

Flexible work schedules, sick leave, paid vacation, and convenient work locations.

The department that helps millions of job seekers is hiring.

Join one of the largest state departments and make a difference today.

edd.ca.gov/en/About_EDD/Career_Opportunities

Minimum Qualifications

Office Technician (General)

EITHER I: One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

OR II: Experience: Two years of clerical experience (Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work which upon completion will fulfill these requirements will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment).

Office Technician (Typing)

EITHER I: One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

OR II: Experience: Two years of experience in typing and clerical work (Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment).

For more information, contact:
EDDRecruiter@edd.ca.gov

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.