



EDMUND G. BROWN JR.
GOVERNOR

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)

POSITION DUTY STATEMENT

Classification Title Office Technician	Unit California Film Commission	Name
Working Title Office Technician	Position Number 373-103-1139-901	Effective Date

GENERAL STATEMENT:

The California Film Commission (CFC) is a state department within the Governor's Office of Business and Economic Development (GO-Biz), tasked with retaining and increasing motion picture production, creating industry jobs and boosting business throughout the state. The CFC issues film permits for all state-owned and operated properties, administers the Film and TV Tax Credit Program, maintains an extensive location library, offers production assistance on a wide variety of issues and works closely with cities and counties to create "film-friendly" policies statewide. The CFC's staff includes dedicated civil service employees and senior staff with extensive film production experience.

Under general supervision, the Office Technician (OT) performs a variety of complex clerical duties requiring adaptation to various office situations, judgment as to which learned work method to apply for the desired result, and the ability to communicate effectively. The OT regularly performs a variety of the data-entry duties and is expected to consistently exercise a high degree of initiative, independence, and attention to detail in performing assigned tasks. Positions at this level regularly require detailed and accurate handling of sensitive, confidential information and correspondences, and a proficient knowledge of computer programs and applications, regulations, policies, and procedures. Attention to detail and the ability to work independently and effectively are of primary importance at this level.

ESSENTIAL FUNCTIONS:

50 %	FRONT OFFICE SUPPORT / CUSTOMER SERVICE Serve as the receptionist - first point of contact for CFC clients. Provide telephone coverage including answering a multi-line telephone, respond to questions from the public, direct calls to appropriate staff and take messages. Retrieve voicemail messages throughout the day. Meet and deal tactfully with the public. Requires professional and sensitive public contact and independent origination of correspondence involving knowledge of CFC regulations, policies
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	and procedures. Screen visitors and direct to appropriate staff. Provide assistance to client inquires. This will include instruction in the use of the CFC's CinemaScout on-line location library. Good judgment and ability to communicate effectively is of primary importance.
25%	<p>CLERICAL SUPPORT Provide general clerical support: answer phones, scan documents, make copies, distribute correspondence/ incoming mail. Maintain paper and electronic files. Oversee office equipment, order supplies, troubleshoot equipment issues and submit service requests. Serve as office contact for maintenance, security and repairs. Assist with distribution and collection of employee documents and forms, including timesheets. Maintain subscriptions for online and hard copy publications. Manage files for transfer, storage and archiving.</p> <p>Provide support to senior staff including typing, managing calendars, filing and records management, monitor email correspondences, make copies, handle sensitive/confidential information, and assist with general computer issues. Arrange meeting logistics and compile, duplicate and distribute meeting materials. Book travel for senior staff and process travel claims. Assist in preparations for CFC marketing events. Assist in creation of Powerpoint presentations.</p> <p>Provide filing and records management of various documents and maintain the contact database. Maintain multiple contact lists and internal staff directory.</p> <p>Conduct research on a variety of entertainment industry topics as needed.</p>
10%	<p>PHOTOSHOP Develop the overall layout/design for advertisements, brochures, flyers, etc. Complete projects by coordinating with outside agencies, industry trade publications, printers, etc. Understand ad specs (bleed partials, covers and specialty sizes, mechanical requirements).</p>
10%	<p>COMMUNICATIONS Create, maintain and monitor CFC social media outreach.</p>
NON-ESSENTIAL FUNCTIONS:	
5%	Other duties as assigned

CERTIFICATION

This position statement fairly represents the responsibilities and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Human Resources Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your

hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

Employee Signature:

_____	_____
Office Technician, California Film Commission	Date

Employee's Printed Name:

Supervisor's Signature:

_____	_____
Executive Director, California Film Commission	Date

Supervisor's Printed Name:

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Current office methods, procedures, equipment, and basic math principles
- Proficiency with MS Office – Excel, Word, Outlook, PowerPoint, Photoshop
- Proper filing techniques to create and maintain an organized system to store and retrieve hardcopy and electronic information
- Office procedures (e.g., filing, answering phones, reception duties, supply ordering, office equipment maintenance)
- Proper spelling, grammar, punctuation and sentence structure to ensure that written materials are complete and accurate

Ability to:

- Perform difficult clerical work
- Make arithmetical computations
- Operate various office machines
- Follow oral and written directions
- Read and write English at a level required for successful job performance
- Keep complex records and files organized
- Meet and deal tactfully with the public, through phone, email, or in person
- Prepare correspondence independently utilizing proper vocabulary, grammar and spelling; communicate effectively
- Type at a speed of not less than 40 words per minute

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Maintains good work habits and attendance
- Demonstrates a commitment to performing duties in a service-oriented manner
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment
- Think creatively and develop new design concepts, graphics and layouts
- Demonstrates a commitment to performing duties, accurately and effectively
- Attentive to detail
- Ability to manage multiple tasks and assignments
- Ability to work independently in a team setting
- Ability to maintain confidentiality and adhere to the highest possible code of ethics
- Excellent organizational skills and attention to detail
- Outstanding interpersonal skills
- Graphic Design and Desktop Publishing Tools