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# JOB ANNOUNCEMENT

## Office Technician (Typing) Management Services Technician

South Coast District Office

Long Beach

**FULL-TIME, PERMANENT**

The California Coastal Commission is seeking a talented addition to its South Coast District Office in Long Beach. The Commission is a small State agency that is charged with protecting coastal resources and managing coastal development in California. The mission of the Commission is to provide for the balanced use of the coastal zone and to protect, restore, and enhance coastal and marine resources for the continuing benefit of current and future generations. Employees at the Commission enjoy working on a broad range of issues to plan for and manage coastal land uses while protecting important coastal resources including wetlands, habitats that support rare and endangered species, scenic landscapes and views to the sea, public shoreline access and recreation opportunities. The Commission's staff includes dedicated planners, scientists, attorneys and administrative staff.

The California Coastal Commission values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to further our mission of protecting and enhancing California's coast and ocean for present and future generations.

Duties may include but are not limited to: greeting the public and office reception; coordinating with the Coastal Program Manager and supervisors in the preparation of the monthly meeting packet; coordinating with the other support staff members in the preparation and mailing of monthly hearing notices; tracking and coordination with Legal staff in responding to Public Records Act requests; logging of new submittals and data entry into the agency's regulatory and planning database; ordering, receiving, storing, dispersing and maintaining an inventory of supplies for the South Coast District Office; filing; receiving and sending facsimiles; photocopying; processing incoming and outgoing mail; typing correspondence and data entry in mailing list database; answering multiple telephone lines and screening and routing incoming calls; staffing in-town Coastal Commission hearings and assisting with special projects and other related activities necessary to ensure the effective operation of the division.

Duties will be commensurate with the level at which the position is filled.

**Desirable Qualifications:** Good communication skills, both written and oral; skill in dealing with sensitive public contact; excellent organizational skills, willingness and ability to accept responsibility and meet deadlines; good judgment to set priorities and follow through independently on multiple work assignments with different time frames; good typing and telephone skills; familiarity with using office machines and equipment such as a personal computers, facsimiles and copiers; and excellent attendance.

**Special Requirements:** The ability to type at a speed of not less than 40 words per minute. The ability to lift and retrieve boxes weighing between 20 to 40 pounds from storage shelves may also be required. Other occasional lifting may include lifting boxes weighing up to 50 pounds each from floor level to waist level.

**Eligibility:** Individuals on the Office Technician (Typing) or Management Services Technician eligible list may apply. See examination listings at [www.jobs.ca.gov](http://www.jobs.ca.gov) for minimum qualifications and to take the Office Technician (Typing) or Management Services Technician examination. Current State employees or former State employees with transfer or reinstatement rights to the Office Technician (Typing) or Management Services Technician classification may also apply. (Please note that in order to be eligible to transfer or reinstatement, applicants **must** meet the minimum qualifications of Office Technician (Typing) or Management Services Technician classification.) Appointment is subject to the State Restrictions of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer or re-employment status in the Examination or Job Title section of the State Application Form 678.

<b>Salary:</b>	Office Technician (Typing)	Range A \$3,144 - \$3,935 per month
	Management Services Technician	Range A \$2,921 - \$3,659 per month Range B \$3,298 - \$4,132 per month (Range determined by Alternate Range Criteria)

**Contact:** For information about the position: Amber Dobson, South Coast District Manager, at (562) 590-5071 or [Amber.Dobson@coastal.ca.gov](mailto:Amber.Dobson@coastal.ca.gov).

For information about the application and/or hiring process: Human Resources Office at (415) 904-5430 or toll free (866) 831-2540 or [HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov).

**Filing:** The position will be open until filled. We would like to fill the position as soon as possible so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. No relocation expenses will be offered. Submit a current resume and a State Application Form 678 (available at [www.jobs.ca.gov](http://www.jobs.ca.gov)) to:

Human Resources Office  
CALIFORNIA COASTAL COMMISSION  
45 Fremont Street, Suite 1930  
San Francisco, CA 94105-2219  
(415) 904-5430 / toll free: 1-866-831-2540  
[HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov)

**Please indicate “Office Technician (Typing) or Management Services Technician, Long Beach” in the Examination or Job Title section on the State Application Form 678.**

For more information about the Commission and what we do and to obtain a State Application Form 678, visit our Internet website at: [www.coastal.ca.gov](http://www.coastal.ca.gov). If you have questions you may e-mail us at [HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov) or call the above numbers.

The State of California is an equal 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.

Assistance for the Hearing Impaired can be accessed by dialing 711