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# JOB ANNOUNCEMENT

## OFFICE TECHNICIAN (TYPING) OR MANAGEMENT SERVICES TECHNICIAN

SAN DIEGO COAST DISTRICT OFFICE  
SAN DIEGO

**HALF-TIME (1/2 TIME BASE), PERMANENT POSITION**

The California Coastal Commission is seeking a talented addition to its San Diego Coast District Office in San Diego. 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 will not be limited to: greeting the public and office reception; preparing meeting packets for statewide distribution; 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 San Diego Coast District Office; filing; receiving and sending facsimiles; photocopying; scanning; 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 remote hearings; and assisting with special projects and other related activities necessary to ensure the effective operation of the division. Working remotely periodically or primarily.

\*Duties will be adjusted 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, scanners and copiers; and excellent attendance. The ability to lift and retrieve boxes weighing between 20 to 40 pounds from storage shelves is also desired. Other occasional lifting may involve lifting boxes weighing up to 50 pounds each from floor level to waist level.



Human Resources Office  
California Coastal Commission  
455 Market Street, Suite 228  
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), San Diego” or “Management Services Technician, San Diego” in the Examination/Job Title section on the CA State Application (std 678).**

For more information about the Commission and what we do and to obtain a CA State Application (std 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.

It is an objective of the State of California to achieve a drug-free 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.

Assistance for the Hearing Impaired can be accessed by dialing 711