



JOB ANNOUNCEMENT

SOUTH COAST DISTRICT OFFICE LONG BEACH OFFICE TECHNICIAN (TYPING) FULL-TIME, PERMANENT POSITION

The California Coastal Commission is seeking a talented addition to its Long Beach Office. 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.

Duties may include but are not 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 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.

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) eligible list may apply. **See examination listings at www.jobs.ca.gov for minimum qualifications and to take the Office Technician (Typing) examination.** Current State employees or former State employees with transfer or reinstatement rights to the Office Technician (Typing) classification may also apply. 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.

Salary: Office Technician (Typing) \$2,921 - \$3,656 per month

Contact: Teresa Henry, District Manager (562) 590-5071

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) 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

Please indicate “Office Technician (Typing) - 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. If you have questions you may e-mail us at 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