

<b>CLASSIFICATION:</b> Office Technician (T)	<b>Time Base:</b> FT	<b>SALARY:</b> \$2,686 - \$3,264	<b>FFD:</b> Until Filled
<b>LOCATION:</b> Sacramento		<b>DIVISION:</b> PTSD	
<b>CONTACT:</b> Carolyn Schneider		<b>E-MAIL:</b> cshneid@arb.ca.gov	<b>PHONE:</b> 916-322-7305
<b>MAILING ADDRESS:</b> Air Resources Board, Planning & Technical Support Division, 1001 "I" Street, 7 <sup>th</sup> Floor, Sacramento, CA 95814			

**Due to the governor's Hiring Freeze Order, only internal Air Resources Board candidates will be considered.**

**DUTIES:**

The Planning and Technical Support Division (Division) is a fast paced division which works on a wide variety of programs and provides support to other ARB divisions and technical support to districts. The Division support staff is 'team oriented' and works together to ensure that jobs get completed accurately and in a timely manner. The successful candidate will provide overall support to the Air Quality and Transportation Planning Branch by independently typing and editing a wide variety of complex and technical staff work, screening incoming calls, maintaining several mailing list databases, making travel arrangements, receiving visitors, tracking Division and Executive Office assignments, maintaining Division chronological files, and providing training and coordinating back-up support as needed within the Division.

**DESIRABLE QUALIFICATIONS:**

Applicants must have strong communication and interpersonal skills; be detail-oriented; flexible; a self-starter; have the ability to work independently; meet deadlines; follow directions; cope with a shifting workload; (using good judgment and discretion) tactfully and effectively deal with all levels of staff; possess a good attendance record; and maintain effective telephone skills. Experience working on personal computers, MS Word, Excel, PowerPoint and Windows is essential. Applications will be screened and only the most qualified candidates will be interviewed. Please indicate position # 673-771-1139-XXX.