



# OFFICE TECHNICIAN (Typing)

Monday – Friday 8:00 a.m. to 5:00 p.m.

*We're looking for energetic, creative, and talented employees to join our dynamic organization! We are a results-driven sales and marketing organization that contributes over \$1 billion to public education every year. If you are looking for an opportunity to make a difference and you are motivated to use your knowledge and experience to build a challenging and satisfying career – look no further! The Lottery strives to create a work environment that supports the growth and development of its employees and recognizes the contribution of each individual. We also offer a variety of development opportunities for our staff, on-site security, on-site restaurants, Golden 1 ATM, and free parking. What are you waiting for? Apply today!*

## Salary

\$2,809 - \$3,515

## Final Filing Date

May 30, 2017

## Position Number

358-300-1139-911\*\*

**\*\*Reference the position number in the “Job Title” section of the State application, Std. 678**

## Questions About the Job

916-822-8123

[careers@calottery.com](mailto:careers@calottery.com)

## Position Location

Corporate Communications Division  
700 North 10<sup>th</sup> Street (Off Richards Blvd.)  
Sacramento, CA 95811

## Send Application To

California State Lottery  
Attn: Human Resources (300)  
P.O. Box 2630  
Sacramento, CA 95812-2630

## Who Should Apply

Applicants must be state employees who are currently in the Office Technician (Typing) classification, or have current list or transfer eligibility for appointment to this class. Applications will be screened for eligibility and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

## Duties

Under the direction of the Deputy Director of Corporate Communications, the Office Technician (Typing) perform secretarial duties and performs office details for the Deputy Director. Specific responsibilities include but are not limited to:

- Performs secretarial support to the Deputy Director
- Types memoranda, letters and miscellaneous documents, maintains calendars and schedules appointments; arranges travel accommodations, prepares travel advances, itineraries and claims
- Screens telephone calls from the media
- Posts content to the Lottery's public website and internal intranet site
- Maintains files of images for Communications/Public Relations, Television Support, and Web Site Coordination
- Researches sensitive departmental and program issues and compiles reports
- Interacts with Lottery staff at all levels, members of the media, private industry, various local governments, and visitors

## Desirable Qualifications

Competitive applicants applying for the position will have:

- Exceptional problem solving skills
- Outstanding communication skills – verbal and written
- Strong organizational skills
- Ability to manage multiple projects and meet deadlines
- Excellent customer service skills
- Ability to use tact when dealing with sensitive issues

**Equal Opportunity Employer:** The State of California is an equal opportunity employer to all regardless of age, ancestry, color, disability (mental & 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.

**Background Investigation:** The California State Lottery Act provides that no person may be hired as an employee of the Commission if that person has been convicted of a felony or any gambling related offense. A background check will be required.