

California Department of Forestry
and Fire Protection (CAL FIRE)



OFFICE TECHNICIAN

This is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures. Good judgment and the ability to communicate effectively is of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees.

Minimum Requirements

Office Technician (General)

Salary: \$3,227.00 - \$4,044.00

One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

OR

Two years of clerical experience. Academic education above twelfth grade can be substituted for one year of the required general experience.

Office Technician (Typing)

Salary: \$3,287.00 - \$4,114.00

One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

OR

Two years of typing and clerical experience. Academic education above twelfth grade can be substituted for one year of the required general experience.

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