



**Job # 02.2013.02**

There is a vacancy in California State Retirees for an **Administrative Technician** (\$3,171 - \$4,513/month).

**Job Description:**

Performs a wide range of difficult fiscal, analytical and administrative functions. Promotion to this class is limited to those positions designated by CSEA. Duties of this classification may include, but are not limited to, the following:

1. Position involves extensive interaction and communication, both in person and over the phone with members, chapter presidents and CSR Board members
2. Answer all incoming phone calls, screens them and transfers to the appropriate person or department
3. Prepare invoices and expenses for payment.
4. Check, sort, and deliver daily mail
5. Respond to routine correspondence and telephone calls
6. Coordinate chapter or regional approved mailings
7. Update and maintain company roster
8. Update CSR calendar monthly to include Chapter Meeting notices
9. Assist Administrative Assistant in coordinating meetings, hotel reservations, member RSVP lists, etc.
10. Support other staff with various assigned tasks
11. Develop the best method to complete complex office operational tasks from among a variety of alternatives
12. Directly assist in the administration of a CSEA affiliate, in addition to the full range of secretarial duties, relieves the appropriate manager of delegated non-management tasks.
13. Independently establish and maintain complex filing systems relating to the program assigned
14. Works with confidential material(s)
15. Performs other related duties as requested

**Qualifications**

**Education:**

Equivalent to completion of two (2) years of college

**Experience:**

Three (3) years of experience performing difficult and complex administrative, accounting, statistical and/or business services functions.

**Note:**

Up to two (2) additional years of experience may be substituted for the required education on the basis of one (1) year of experience being equivalent to one (1) year of education.

**ADDITIONAL SKILLS AND ABILITIES**

Tact and diplomacy

Team oriented

Ability to adapt to changing priorities

Ability to handle cyclical workload demands associated with quarterly Board meetings

Ability to maintain regular, consistent attendance

Demonstrated work ethic

Proficient with Microsoft Office 2007 Suite including Word, PowerPoint, and Excel

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Any employee interested in this position should notify the CSEA Human Resources Department in writing by sending a cover letter and resume to [careers@calcsea.org](mailto:careers@calcsea.org). no later than May 28, 2013.

Please list the job number (**Job # 02.2013.02**) and job title (**Administrative Technician**) in the subject line of your email.