

**Emergency  
Medical Services  
Authority**

# EMPLOYMENT OPPORTUNITY

1. RPA #	<b>RPA 008</b>
ANALYST'S INITIALS	
DATE	

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

2. CLASS TITLE <b>Office Technician (T)</b>	3. POSITION NUMBER 312-900-1139-901	4. TENURE LIMITED TERM - May become Permanent	5. TIME BASE Full Time	6. CBID R04
7. OFFICE OF <b>Emergency Medical Services Authority</b>	9. LOCATION (CITY or COUNTY) <b>Rancho Cordova</b>		13. MONTHLY SALARY <b>\$2740.00</b> <b>TO</b> <b>\$3429.00</b>	
8. SEND APPLICATION TO: EMS Authority <b>Saya Muniz / Karen DeGuire</b> <b>10901 Gold Center Drive, Suite 400</b> <b>Rancho Cordova, CA 95670</b>	10. WORKING HOURS <b>MON - FRI, DAYS - 8 am - 5 pm - Flexible</b>			
	11. PUBLIC PHONE NUMBER <b>(916) 255-4727</b>			
	12. CALNET NUMBER		14. FILE BY <b>September 29, 2014</b>	

Please indicate the basis of your eligibility in Section 12 of your application (STD 678). SROA/Surplus employees are encouraged to apply. Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility. Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

**ESSENTIAL FUNCTIONS:**

Under the general supervision of the SSM I, Paramedic Program Unit (PPU), the Office Technician (OT) (T) will perform a variety of duties requiring adaption to various situations, sound judgment as to which learned work method to apply for the desired result, and the ability to communicate effectively. This position serves as the first line liaison for the PPU and requires in-depth knowledge and application of regulations, policies and procedures.

**SPECIAL REQUIREMENTS:** During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

**DESIRABLE QUALIFICATIONS:**

- Positive attitude.
- Dependable and excellent attendance record.
- Excellent customer service skills.
- Excellent organization skills.
- Work as a team member and independently.

**SPECIAL PERSONAL REQUIREMENTS:** Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

**HOW TO APPLY:**

Applicants must be a current or former State employee with transfer or reinstatement eligibility for this classification, or be reachable on a current employment list for this classification. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit a copy of surplus status letter. All applicants must clearly indicate their basis for eligibility on the State application (STD 678). All applications will be screened and only the most qualified candidates will be interviewed. **In order to be considered for this position, you must include your eligibility criteria in the area of the application where you enter the position you are applying for. (i.e, enter reinstatement, lateral transfer, list eligibility). Failure to follow directions at the time you submit your application may result in your not being considered for the position.**

Submit a State Application (STD. 678) and resume to:  
Emergency Medical Services Authority  
Karen DeGuire / Patricia Czoberek, Personnel Analyst  
10901 Gold Center Drive, Suite 400  
Rancho Cordova, CA 95670