



## SKILLS AND ABILITIES

- Excellent customer service skills and cheerful disposition in dealing with the public, both in person and on the phone. Must be skilled at dealing with members of the public diplomatically, in sometimes difficult situations.
- Strong communication skills. Ability to work well with the public and other staff members.
- Excellent computer skills on both PC and Macintosh platforms, knowledge of Access database program and Microsoft Excel. Ability to work with large amounts of data.
- Strong organizational skills, with the ability to complete work in an efficient, accurate, well-organized and timely manner. Attention to detail.
- Quick learner and ability to work independently, with limited supervision.
- Good writing skills.
- Good financial management skills. Comfortable working with numbers.
- Willingness to work occasional odd hours, including nights and weekends, occasional air travel, and occasional overnight travel. Must be able and willing to drive a state car.
- Must be able and willing to lift boxes of supplies of educational materials, weighing up to 40 lbs.

Eligibility: Current or former state employees with transfer or reinstatement rights at the Office Assistant or Office Technician level or eligibles on the Office Assistant or Office Technician lists. SROA candidates will be considered. Duties will be assigned commensurate with the level at which the position is filled.

If you are not currently a state employee or on an eligible list for Office Assistant/Office Technician, we will not be able to consider you for this position at this time. For more information on how to get a state job, please go to the State Personnel Board's website at [www.SPB.ca.gov](http://www.SPB.ca.gov).

**Salary:**           \$2074 - \$2519 Office Assistant (General)  
                          \$2143 - \$2606 Office Assistant (Typing)  
                          \$2638 - \$3209 Office Technician (General)  
                          \$2686 - \$3264 Office Technician (Typing)

**Contact:**       Christiane Parry  
                          Public Education Program Manager  
                          (415) 904-5208

This position is open until filled. We would like to fill the position **immediately**. The position is funded through the California Beach and Coastal Enhancement Account. Please submit a letter of interest, and State Application #678 (available from our Human Resources Office, the State Personnel Board or at <http://exams.spb.ca.gov/capp.htm>) as soon as possible, to:

**Human Resources Office**  
California Coastal Commission  
45 Fremont St., Suite 1930  
San Francisco, CA 94105  
Attention: Office Technician Position  
(415) 904-5430