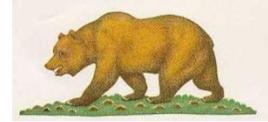


MILITARY DEPARTMENT
Job Opportunity



ANNOUNCEMENT #2012-51

Date of Announcement: September 26, 2012

THE MILITARY DEPARTMENT IS THE STATE FUNCTION OF THE CALIFORNIA ARMY AND AIR NATIONAL GUARDS. **Successful Candidate must be able to pass Live Scan and a National Agency Background Check.**

POSITION: Management Services Technician

SALARY: \$2,495 - \$3,031

LOCATION: California Military Department (CMD), State Personnel
9800 Goethe Road, HWY 50 & Bradshaw, Sacramento

CONTACT: Ms Salli Curchin (916) 854-3026

FILE BY: October 12, 2012

Please complete an online State Application (Form 678) available from www.jobs.ca.gov and submit to this department ONLY by mail or in person to:

**Military Department
State Personnel Programs
9800 Goethe Rd, Box 27
Sacramento, CA 95827**

Duty Statement:

50%	Assist management staff in the preparation of reports, correspondence, position control documents, and presentations. Performs research and data gathering as directed. Utilizes various data bases and software to accomplish assignments. Performs the PAR tracking of position control.
40%	Principle administrative staff member greeting/directing/screening personnel, employees and service members with personnel issues. Answering and directing phone calls to appropriate staff. Makes appointments and maintains State Personnel Team Calendar to include the Director and Deputy Director and key staff. Gathers and distributes mail.
10%	Maintain office budget spreadsheet for annual fund tracking. Orders and maintains office supplies and equipment. Is designated CalCard holder for office. Assists other Personnel Office staff with tasks as assigned.

Please state the source of your eligibility (i.e., List eligibility-if list eligible please include your exam results if you have them or tell us who you tested with, SROA or surplus employee, reinstatement, lateral transfer, etc.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. When applying list the announcement number by the classification on your application/resume, i.e. Management Services Technician 2012-51.

RELOCATION EXPENSES WILL NOT BE PAID

WHO SHOULD APPLY: Applicants must be a current state employee, a former state employee, or be on an employment list for this classification in order to apply for this position. If applying under list eligibility, this means you took a state exam for this job classification. Please include your exam results if you have them or list who you tested with. Applications will be screened and only the most qualified will

be contacted for interview. **All appointments are subject to State Restriction of Appointment (SROA) provisions.**

DESIRABLE QUALIFICATIONS: Willingness to work in a military environment.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.