

EMPLOYMENT ADVERTISEMENT



Western States Information Network®
1825 Bell Street, Suite 205
Sacramento, CA 95825
(800) 952-5258

It is WSIN's objective to achieve a drug-free work place. All applicants for WSIN employment are expected to behave in accordance with this objective. The use of illegal drugs is inconsistent with WSIN policies.

- POSITION TITLE:** Office Technician (OT) - Administrative Support Unit
SALARY: \$17.08 per hour, plus 17% as a monthly benefit allowance. The benefit allowance may be taken in cash in lieu of benefits.
LOCATION: Sacramento, CA
FINAL FILING: October 23, 2021
Applications are available at <https://extranet.riss.net/public/77997f97-c9f6-44ee-bead-807b5cd99de0>
A 6-month candidate pool will be established.

WSIN is one of six Regional Information Sharing Systems (RISS) centers funded by Congress through the U.S. Department of Justice, Office of Justice Programs. The OT will be assigned to the Administrative Unit and will report to the Deputy Director. Employment is at will and employee serves at the pleasure of the Executive Director of WSIN.

DUTIES / RESPONSIBILITIES

The OT should have a strong work ethic combined with great communication skills, as well as familiarity with all necessary office equipment, software and procedures. The OT performs a broad range of administrative duties including, but not limited to:

- Greet clients and performs general receptionist duties
- Accounts Payable
- Reviews all invoices for appropriate documentation and approval prior to payment (contacts vendors to resolve issues)
- Maintains contract spreadsheet
- Responsible for purchasing
- Responsible for communication lines for the office
- Filing, keeping accurate records of payments, and reconciling credit card statements
- Inventory coordinator
- Other duties as assigned

DESIRABLE QUALIFICATIONS

Ability to work independently, as well as in a group setting, prioritize and work well under pressure; must be detail oriented and able to multi-task in a fast-paced environment; must be reliable and have an excellent attendance record; good computer skills, and working knowledge of Microsoft Office (Excel, Word, Outlook). Familiarity with FileMaker, and QuickBooks considered a plus. Must be able to establish and maintain effective working relationships with others. Must possess excellent customer service and communication skills (must enunciate clearly), both orally and in writing. Ability to learn new concepts and retain what is learned while maintaining a high level of accuracy.

WORKING CONDITIONS

- Full time; Monday - Friday (may consider part-time).
- This position will have frequent interruptions and requires the ability to multi-task and pay attention to detail.
- Must be able to communicate clearly, ask, understand and answer questions effectively, elicit helpful information, use independent judgment, and take appropriate actions at all times.
- Ability to sit, stand, bend, and get up and down frequently.
- Ability to operate a phone and computer for long periods and the ability to lift up to 20 pounds.



- Must be able to learn and successfully master various computer applications related to WSIN duties.
- Must have a working knowledge of Microsoft Office (Excel, Word, Outlook). Familiarity with FileMaker, and QuickBooks considered a plus.
- Must be willing to drive as needed. Must possess a valid California driver license.
- **Must successfully pass a peace officer level background investigation prior to employment (includes credit check, DMV, criminal history, fingerprint check and continual monitoring, etc.).**

MINIMUM QUALIFICATIONS

All applications will be reviewed to verify that they meet the minimum qualifications stated in this section. To be considered the application must clearly show the following experience:

Equivalent to the completion of the twelfth grade and at least one year of experience performing administrative work (as identified in the Duties/Responsibilities). Academic education above the twelfth grade may be substituted for the required experience on the basis of either:

- (a) one year of general education being equivalent to three months of experience; or**
(b) one year of education of a business or commercial nature being equivalent to six months of experience.
If using academic education unofficial transcripts must be included with the application.

SALARY

\$17.08 per hour plus 17% as a monthly benefit allowance (may be taken in cash in lieu of benefits). All salary increases are based on merit and are dependent upon availability of funding. Position is paid semi-monthly on the 5th and 20th. Reimbursement will be provided for any work-related travel.

HOW TO APPLY

WSIN Employment Applications (WSIN 100) are available at <https://extranet.riss.net/public/77997f97-c9f6-44ee-bead-807b5cd99de0> or by email request to revans@wsin.riss.net. Applications can be submitted online using the Submit by Email button at the top of the application (save the file and send as an attachment) or can be printed and mailed to the address listed below.

Applications will be reviewed to determine whether the applicant meets the minimum qualification and whether or not they are competitive with other applicants. Only the most qualified candidates will be interviewed.

The application may also be mailed to:
Western States Information Network
Attn: Personnel
1825 Bell Street, Suite 205
Sacramento, CA 95825

For questions, contact Robin Evans at (916) 263-1192 or by email at revans@wsin.riss.net.

WSIN is committed to providing equal opportunity to all regardless of race, color, sex (including breast feeding and related medical conditions), religion, marital status, age, national origin or ancestry, citizenship status, uniform service member status, pregnancy, physical or mental disability, protected medical conditions, genetic information, gender identity, gender expression, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.