



Our mission is to protect human health and the environment by regulating pesticide sales and use, and by fostering reduced-risk pest management. DPR has the nations most comprehensive state pesticide regulatory program, recognized internationally for overall excellence and particularly for its scientific rigor.

Office Technician

**California
Department
of Pesticide
Regulation**

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*A Department
of the California
Environmental
Protection
Agency*

Contact DPRs
Recruiting
Office at:
916/445-3979
for information
about our
application,
exam, and
hiring process
and take the
next step
to joining
the team
dedicated to
protecting people
and the
environment

What they do:
Office Technicians (OT) are an advanced journey level and are found in all Branches of the Department.

OTs regularly perform a variety of the most difficult general office duties requiring detailed and sensitive public contact; knowledge and application of detailed regulations, policies, and procedures; good judgment; and may also involve training and assisting less experienced employees.

“General” and “Typing” positions are distinguished by the emphasis on the variety of work performed. Positions allocated to the “general” area are required to perform a combination of general office work, but do not require a specific degree of proficiency in any specialized area. “Typing” positions are regularly required to perform typing duties as an essential part of the job and may also include a combination of general office duties.

What you need to qualify:
Minimum qualifications for entry into an Office Technician position include either one year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, or two years of clerical experience (circumstances may allow academic education above the twelfth grade to be substituted for one year of required general experience).

“Typing” positions require a certification for a typing speed of not less than 40 words per minute.

Office Technician (General)
\$28,176 – 34,260

Office Technician (Typing)
\$28,680 - \$34,860