

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 workplace. 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), Monday - Friday, 8:00 a.m. – 5:00 p.m. (non-telework)
- SALARY:** \$17.08 - \$20.76 per hour; plus 17% as a monthly benefit allowance. The benefit allowance may be taken in cash in lieu of benefits. Salary is dependent upon experience.
- LOCATION:** Sacramento, CA
- FINAL FILING DATE:** Open until filled. Applications must be received or postmarked no later than the final filing date. Applications are available at <https://extranet.riss.net/public/71f3eee4-3f05-419a-8862-6933c976a462>. A 6-month candidate pool will be established for subsequent vacancies.

DUTIES / RESPONSIBILITIES

The Western States Information Network (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 directly to the Deputy Director. Employment is at-will and serves at the discretion of the Executive Director of WSIN.

The OT performs a variety of administrative duties, which may include receptionist duties, greeting clients and vendors, filing, maintaining records and documents, drafting correspondences, receiving packages, mail, and general shipping duties. The OT may be responsible for scheduling various events, such as meetings, trainings, or other events as assigned. This position is also responsible for maintaining office supplies and coordinating purchases in support of staff assigned in each of the five western states for WSIN, to include Alaska, California, Hawaii, Oregon, and Washington. This position may be tasked with assisting other Administrative Unit staff with purchasing, inventory, reconciliation of expenditures, review of invoices, or other assignments as needed.

DESIRABLE QUALIFICATIONS

Ability to work independently or in group setting; prioritize and work well under pressure. Must be detail oriented and able to work in fast-paced environment. Must be reliable and have an excellent attendance record, good computer skills, and knowledge of Microsoft Office 365 and Adobe. Must be able to establish and maintain effective working relationships with others and possess excellent communication skills (both orally and in writing). Ability to learn new concepts and retain information while maintaining a high level of accuracy. Familiarity with standard office equipment and procedures is preferred.

WORKING CONDITIONS

- Work is performed in an open-office environment with noise from ringing phones, foot traffic, printers, and other office equipment and conversations.
- This position will have frequent interruptions and requires multi-tasking abilities and attention to detail.
- Must be able to communicate and enunciate clearly; ask, understand, and answer questions effectively; elicit helpful information; and use independent judgment.
- Must be able to learn and successfully operate various computer applications related to WSIN duties.
- Must be willing to drive; possess and maintain a valid driver's license.
- Must maintain punctual and regular attendance.



- Ability to sit, bend, kneel and lift up to 20 pounds; ability to work at a computer workstation and type for extended periods of time, in addition to operating a phone.
- **Must successfully pass a peace officer-level background investigation prior to employment (including credit check, DMV, criminal history, fingerprints, etc.).**

MINIMUM QUALIFICATIONS

To be considered for the position, all applicants must meet the following requirements:

- 1) U.S. Citizenship
- 2) High school diploma or equivalent
- 3) One year of verifiable experience and/or education in one of the following:
 - a. Administrative duties as described in the Duties/Responsibilities section, **or**
 - b. College/higher education (30 semester units or 45 quarter units) in a business or commercial nature, **or**
 - c. Combination of both a. and b.

Unofficial copies of diploma, college transcripts or degree must be included with the application.

SALARY

\$17.08 - \$20.76 per hour (based upon experience); plus, a 17% monthly benefit allowance. Benefit allowance may be taken in cash in lieu of benefits. Reimbursement will be provided for any work-related travel. Employment will be at-will and based on the availability of funding. These salaries represent a five-step salary range. All step increases, if applicable are based on merit. Position is paid semi-monthly on the 5th and 20th.

HOW TO APPLY

WSIN Employment Applications (WSIN 100) are available at <https://extranet.riss.net/public/71f3eee4-3f05-419a-8862-6933c976a462> 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 or by saving the application and attaching it to an email.

Applications will be reviewed by WSIN to determine whether the applicant meets the minimum qualifications and whether or not they are competitive with other applicants. Only the most qualified candidates will be interviewed. No telephonic or web-based interviews will be held.

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

Questions should be directed to 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.