

**Office Technician (LAC)**

**\$39,444 - \$49,368** annual salary

Are you looking for a stable job with all of the great benefits of working for the State of California? California Correctional Health Care Services (CCHCS) is seeking Office Technicians to work at California State Prison, Los Angeles County, located in family-friendly Lancaster, northeast of Los Angeles

In this vital role, you will be responsible for:

- Complex administrative tasks such as drafting various types of correspondences, memoranda's, reports, and verifying that outgoing correspondences meet all departmental and state policies
- Compiling, organizing, and maintaining vast quantities of sensitive information related to health care programs
- Managing activities for meetings held both on and off-site, including preparing agendas, taking minutes, arranging transportation and lodging, and preparing travel advances and claims
- Evaluate situations accurately and take effective action

CCHCS offers a competitive compensation package, including:

- 40-hour workweek
- Generous paid time off and holiday schedule
- State of California retirement that vests in 5 years (visit [CalPERS.ca.gov](http://CalPERS.ca.gov) for retirement formulas)
- A variety of medical, dental, and vision insurance options
- Robust 401(k) and 457 savings plans
- And much more

This is just the beginning of a successful and rewarding career with CCHCS as the Office Technician classification is part of the Upward Mobility Program that is a career development platform intended to help identified CCHCS employees explore career goals and improve their competitiveness to obtain more challenging, higher paying positions. From here, the opportunities to expand your knowledgebase, hone your skills, and advance your career are endless!

To apply online visit: [https://cchcs.hodesiq.com/job\\_detail.asp?JobID=5620786&user\\_id=](https://cchcs.hodesiq.com/job_detail.asp?JobID=5620786&user_id=)

\*The Typing designation for the Office Technician position requires that you pass a typing test at a minimum of 40 error-free words per minute, as typing duties will comprise a large portion of your work time. See Special Requirements at: <https://www.jobs.ca.gov/JOBSGEN/4PB24.PDF>

EOE.