FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: OFFICE TECHNICIAN (T) / MANAGEMENT SERVICES TECHNICIAN

PERMANENT / PART-TIME (1/2 TIME POSITION)

DIVISION: AUDITS & ASSISTANCE DIVISION

SALARY: $3,609 - $4,518 – OT(T)
$3,353 - $4,743 – MST

FINAL FILING DATE: June 17, 2024

DUTIES AND RESPONSIBILITIES:

Update and Maintain Audit Division Database and Audit Records. Open and close cases in the Audit Division’s database. Update the Audit Division’s database as needed with historical and current data. Confirm audit referral case status through the FPPC website or with Enforcement Division and update and close the corresponding audit case in the Audit Database. Periodically, take inventory of the paper records stored in the shared locked drawers, identify related audit cases closed by Enforcement Division and send assigned Auditors an email reminding them to return original records and shred duplicate copies made or printed.

Auditor Assistance Assist auditors with inputting raw data into workpaper templates i.e. input data from bank statements into the bank reconciliation template, balance to the bank, and input amounts from campaign statements.

Files and Records Create files on the Audit Division’s share drive for state audits, request copies of paper filings from the Secretary of State (SOS) for each audit not assigned out yet (e.g., Form 410s, 501, 460s), and organize and place them in the corresponding file. Copy and scan documents.

Assist with Public Draws and Audit Selection Under close supervision, assist with public draw preparation and research. This includes but is not limited to obtaining records from the SOS, reviewing the county websites to confirm superior court seats contested; determine statewide candidates and the reporting period the $25,000 audit threshold was met; etc. Identify candidates for audit by the FPPC via local websites and public draw information for statewide (statewide candidates already identified that met the threshold or were randomly drawn).

Administrative Support: Organize and maintain Audit Division’s calendar. Maintain Chief’s schedule and schedule meetings when requested. Send correspondence. Reserve conference rooms. Schedule interviews and draft and send out standard interview invites, regret letters, etc., as needed. Draft other letters and forms as needed.

WHO MAY APPLY

Individuals who have eligibility for appointment to the above class (e.g., transfer, list, reinstatement).

HOW TO APPLY: If you wish to be considered for the position, please see the posting and apply at

MST: https://calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=436029

OR forward a State application (STD. 678) and résumé to:

Fair Political Practices Commission
Attn: Pennie Conroy
1102 Q Street, Suite 3050
Sacramento, CA 95811

Contact: Pennie Conroy, (279) 237-5943 06/07/2024

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.