



FAIR POLITICAL PRACTICES COMMISSION JOB OPPORTUNITY BULLETIN

POSITION: Management Services Technician

SALARY: \$3,558.00 - \$5,183.00

DIVISION: Enforcement Division

FINAL FILING DATE: March 16, 2026

DUTIES AND RESPONSIBILITIES

Opening/Closing Procedures: Open and close complaints and cases in the Enforcement Division database. Upload complaints, referrals, AdWatch and case closure documents to the Enforcement Division database. Close out any remaining physical case files, when applicable. Run reports in the Enforcement Division database to track case closures. Redact and remediate all case closure letters to be ADA compliant in advance of website posting. Upload documents after redaction and remediation to the Commission's website.

Administrative Support: Process all incoming mail for the Enforcement Division, and distribute to the applicable Enforcement Division staff. Maintain the Enforcement Division mailboxes. Manage supplies. Mail packages for staff via U.S. Mail and FedEx. Copy and scan documents. Redact and remediate documents to be ADA compliant in advance of website posting. Check for open Enforcement complaints/cases in the Enforcement Division database. Submit tracing requests for current address information. Coordinate, prepare, and send all outgoing mail via U.S. Mail for Enforcement Division staff. Coordinate the Enforcement Division timesheets. Send correspondence. Prepare daily Enforcement report and send to Executive Staff.

Correspondence: Draft and send pre-hearing notifications of Commission Hearings to sworn complainants for stipulations and defaults on monthly Commission Meeting Agendas. Draft and send post-hearing notifications to respondents and sworn complainants that stipulations have been approved by the Commission. Notify District Attorneys and the Attorney General's office upon receiving certain types of complaints. Complete proofs of service after service by mail of documents, when required. Draft and send closure letters and warning letters, when assigned.

Back-up Other Positions and Maintain Desk Manual: Train and learn other Enforcement Division Support Staff positions' duties to temporarily assist in backing up those positions when needed. Update and maintain the Management Services Technician Desk Manual.

Files and Records: Request and return records from State Records Center and keep a log of activity. Organize the Enforcement Division file room. Identify methods for storage and retrieval of Enforcement Division files at both on-site and off-site locations. Monitor compliance with the records retention plan and coordinate the reorganization of files for storage and destruction. Digitize physical records for retention and historical purposes.

Who May Apply: Individuals eligible for appointment to the above class (transfer, list, reinstatement). **How to Apply:** Applications will be screened, and only the most qualified candidates will be scheduled for an interview.

If you wish to be considered for the position, please apply at:

<https://calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=510034>

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

Fair Political Practices Commission
Attn: Michelle Rios
1102 Q Street, Suite 3050
Sacramento, CA 95811

Contact: Michelle Rios, (279) 237-5996

12/30/2025

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.