



STATE OF CALIFORNIA
FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

DIVISION: AUDITS & ASSISTANCE DIVISION

POSITION: OFFICE TECHNICIAN (TYPING)

SALARY: \$3,829 - \$4,794 per month

FINAL FILING DATE: Until Filled Applications will be evaluated on a flow basis, first set of applications to be reviewed on July 5, 2026

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 by 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.

Public Draws and Audit Selection

Under close supervision, assist by preparing and researching public draws. 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.

Nonessential Functions

Various special projects as assigned.

SPECIAL REQUIREMENTS:

This position is pending 26/27 Fiscal Year Budget Approval

Effective July 1, 2025, State employees are subject to a salary reduction of three percent in exchange for five hours per month of the Personal Leave

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on the Fair Political Practices Commission's current telework policy. While FPPC supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the FPPC.

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 this position please apply at [CalCareers Job Posting](#) 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
or
mrios@fppc.ca.gov

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.