

Natural Resources Clerical Technician I

Reports To: Natural Resources Director

Location: Orleans, California

Salary: \$7.50 to \$9.50 per hour, depending on experience

1) What are your typical job responsibilities?

Making coffee, answering phones, doing requisitions, keeping check of the office supplies and ordering when needed, filing, copying, and logging in/out mail.

2) How do you *really* spend your day?

Running small errands and answering phones.

3) How do you organize your day to ensure you get everything done?

I have a regular routine.

4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?

Wanted to move up and did not want to leave the area and my family.

5) Uppers; what is the thing that you love most about your job?

Filing.

6) Downers; what is the thing that you love least about your job?

When its busy in the summer-time; there's pressure that makes me uneasy.

7) What inspires, excites, and/or motivates you in your job?

Seeing my friends at work; they're like family to me.

8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?

4 hours per day, 20 hours per week.

9) How do you relieve stress?

Get away from my desk, stretch and walk a little bit.

10) Does your job include a lot of traveling? Do you enjoy it?

No.

11) What advice would you give to someone interested in this line of work?

Smile and be friendly to people at the window and help them.

12) What does a *typical day in your world* look like?

Phones ringing off the wall.