

## PROGRAM TECHNICIAN 3 EXAMINATION

EXPERIENCE: EQUIVALENT DUTIES AND PROGRAM RESPONSIBILITIES THAT QUALIFY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Completion and/or review of the processing of technical documents.
- Clerical (e.g., filing, sorting, distributing mail) **and** technical work (e.g., entering data).
- Communicating and distributing technical information regarding a program to departmental clientele, State employees, or the general public.
- Applying specific laws, rules, and policies relating to a program or programs.
- Communicating specific laws, rules, and policies relating to a program or programs.
- Utilizing technical programs (e.g., software packages).
- Applying appropriate laws, rules, regulations, and policies for the State of California.
- Training incumbents regarding the performance of clerical and/or technical duties.
- Supervising duties, including development of procedures/manuals.
- Act as lead on projects.
- Review completed work products from other staff members.