|  |  |  |
| --- | --- | --- |
| **CALIFORNIA STATE TREASURER’S OFFICE** |  | PROPOSED |
| POSITION DUTY STATEMENT |  |
|  |  | X | CURRENT |
|  |  |
| **DIVISION OR BCA** | **POSITION NUMBER (Agency-Unit-Class-Serial)** | **Position ID** |
| Executive Office | 820-100-1379-XXX | 10 |
| **UNIT** | **CLASSIFICATION TITLE** |
| Executive Office | Office Assistant (T) |
| **TIME BASE / TENURE** | **CBID** | **WWG** | **COI** | **MCR** | **WORKING TITLE** |
| Full Time | R04 | 2 | Yes [ ]  No [x]  | 2 | Executive Office Support |
| **LOCATION** | **INCUMBENT** | **EFFECTIVE DATE** |
| Sacramento |  |  |
| **STATE TREASURER’S OFFICE MISSION** |
| The State Treasurer’s Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies. |
| **COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION** |
| The STO is committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. The STO is proud to foster inclusion and representation at all levels of the Department. |
| **DIVISION OR BCA OVERVIEW** |
| **BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS** |
| The Executive Office of the State Treasurer's Office formulates and develops policy and acts in an advisory capacity to the State Treasurer. The executive staff consists of Deputy Treasurers, Public Information Office, Legislative Coordinator, and Legal Counsel. |
| **GENERAL STATEMENT** |
| **BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS** |
| Under the general supervision of the Deputy Treasurer and Staff Services Manager I, performs a wide variety of varied functions involving initiative and independent judgment, the evaluation of complex situations and taking appropriate action. |
| **% of time performing duties** | **Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.** |
| 50% | Acts as receptionist and is the first point of contact for visitors to the Executive Office; receives, screens and announces all visitors and telephone calls which involves sensitive, high level public contact; researches information and answers a variety of inquiries, giving information to the public and other governmental agencies which requires a thorough understanding of the STO as a whole; keeps front reception area tidy and organized; stamps, logs, reviews and distributes mail, reviews office invoices and routes appropriately for approval and signature; assists with maintaining Board/ Commission/Authority calendar; maintains schedule for conference rooms and conference call lines; receives faxes electronically and directs to staff. |
| 25% | Assists the Staff Services Manager I and other clerical staff when necessitated by workload; assists in the training of backup receptionists as needed; responsible for office recycling. |
| 20% | Prepares equipment/service requests and supply orders; updates staff rosters; responsible for inventory and upkeep of supply room; updates and maintains the reception office procedures manual; attendance clerk for office. |
| 5% | Makes copies, scans documents, faxes documents; and performs other job-related duties. |
| **SPECIAL REQUIREMENTS** |
| **N/A** |
| **To be reviewed and signed by the supervisor and employee:****EMPLOYEE’S STATEMENT:*** *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*
 |
| **EMPLOYEE’S NAME (Print)** | **EMPLOYEE’S SIGNATURE** | **DATE** |
|  |  |  |
| **SUPERVISOR’S STATEMENT:*** *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
* *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*
 |
| **SUPERVISOR’S NAME (Print)** | **SUPERVISOR’S SIGNATURE** | **DATE** |
|  |  |  |