

**CALIFORNIA STATE TREASURER'S OFFICE**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA Executive Office				POSITION NUMBER (Agency-Unit-Class-Serial) 820-120-5361-XXX		Position ID 98
UNIT Executive Office				CLASSIFICATION TITLE Administrative Assistant I		
TIME BASE / TENURE Full Time	CBID R01	WWG	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	MCR 1	WORKING TITLE Administrative Assistant I	
LOCATION Sacramento				INCUMBENT		EFFECTIVE DATE
<b>STATE TREASURER'S OFFICE MISSION</b>						
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.						
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>						
The California State Treasurer's Office (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.						
<b>DIVISION OR BCA OVERVIEW</b>						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Executive Office of the STO 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 Office, and Legal Counsel.						
<b>GENERAL STATEMENT</b>						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Office Manager (Staff Services Manager I), and the Deputy Treasurer's, the Administrative Assistant I, performs especially difficult high-level administrative and research work and make recommendations to the Deputy Treasurer for meetings, as well as performs scheduling and travel coordination.						
<b>% of time performing duties</b>		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.				
40%		Gathers and summarizes data and develops various administrative and financial reports at the request of the Deputy Treasurers. Prepares position papers and correspondence relating to the investment, centralized treasury, debt issuance, or other programs of the STO Divisions and the Boards, Commissions, and Authorities (BCAs). Develops cooperative working relationships with all department and BCA staff, as well as Financing Authorities for which the State Treasurer is Chair. Analyzes and interprets policies and procedures for the Executive Office, STO Divisions, and BCAs, and makes recommendations for changes or implementation.				
35%		Assists the Deputy Treasurers with scheduling and coordinating events as well as preparing travel requests and itineraries for the Deputy Treasurers, for events such as speaking engagements, stakeholder meetings and conferences, as well as prepares travel reimbursement claims and other-related travel documents. Research and compile information from events which the Deputy Treasurer's attends. Collaborates with other agencies, groups, and individuals in connection with the coordination of office events and activities (i.e., National Association of State Treasurers, statewide constitutional officers, Legislators, Department of Finance, cities, and counties).				
20%		Assists the Deputy Treasurers as the primary contact for interns, student fellow and other student support within the Executive Office. Represents the Treasurer's Office at external meetings, as assigned and attends STO Division staff meetings and prepares for the meetings, the nature of which is sometimes sensitive and highly specialized.				

	<b>Marginal Function</b>	
5%	Performs other job-related duties as assigned, including but not limited to, providing staffing of the front reception desk area for coverage of phones, visitors.	
<b>SPECIAL REQUIREMENTS</b>		
N/A		
<b>To be reviewed and signed by the supervisor and employee:</b>		
<b>EMPLOYEE'S STATEMENT:</b>		
<ul style="list-style-type: none"> <li>● I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</li> </ul>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
<b>SUPERVISOR'S STATEMENT:</b>		
<ul style="list-style-type: none"> <li>● I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</li> </ul>		
<ul style="list-style-type: none"> <li>● I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</li> </ul>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE