

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA Public Finance Division				POSITION NUMBER (Agency-Unit-Class-Serial) 820-500-1139-001		Position ID 186
UNIT				CLASSIFICATION TITLE Office Technician (T)		
TIME BASE / TENURE P/FT	CBID R04	WWG 2	COI Yes <input type="checkbox"/> No <input type="checkbox"/>	MCR 1	WORKING TITLE Office Technician (T)	
LOCATION Sacramento				INCUMBENT		EFFECTIVE DATE
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 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.						
DIVISION OR BCA OVERVIEW						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Public Finance Division manages the sales and issuance of the State's revenue anticipation notes, general obligation and revenue bonds; is the trustee and registrar for most state bonds and notes; and administers various state and federal requirements relating to the issuance of tax exempt debts. The Division consists of four major sections: Debt Issuance Section; Interim Financing Section; Conduit Financing Section; and Investor Relations Section.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under direction and supervision of the Manager of the Conduit Financing and Investor Relations Section of the Public Finance Division, provides clerical support for the Division. Duties are of a wide variety of complex and varied nature involving the use of 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.					
40%	Provides secretarial and reception support to Public Finance Division managers and professional staff. Tactfully answers and screens phone calls. Screens incoming correspondence and determines appropriate staff to respond. Reviews outgoing correspondence for consistency with STO and Division policy as well as for format, grammar, and spelling. Enters data, types, edits, creates, and maintains forms, letters, reports, and mailing lists using calendaring, word processing, spreadsheet, or database software on a personal computer. Processes and distributes special delivery packages in a timely manner.					
30%	Establishes, organizes, and maintains filing system, and records retention system, including files for highly sensitive documents related to bond financing programs administered by the Division, using electronic and physical filing systems. Assembles bond files as directed by professional staff.					
15%	Receives, screens, and announces visitors to the Division and routes calls to the appropriate area for response. As assigned, responsible for preparation and completeness of the monthly attendance records for payroll information.					
10%	Distributes mail, makes photocopies, schedules office machine maintenance, prints, and distributes bond documents. Orders equipment and special supplies, serves as backup for other Public Finance Division clerical staff and performs other general clerical duties.					
5%	Other duties as required.					
SPECIAL REQUIREMENTS						
N/A						
To be reviewed and signed by the supervisor and employee:						
EMPLOYEE'S STATEMENT:						
<ul style="list-style-type: none"> I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT. 						

POSITION NUMBER (Agency – Unit – Class – Serial)
820-500-1139-001

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT: <ul style="list-style-type: none">● <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i>● <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE