CALIFORNIA STATE TREASURER’S OFFICE
JOB OPPORTUNITY

CLASS: Office Technician (Typing) OR Office Assistant (Typing)
TENURE: Permanent
TIME BASE: Full-Time
SALARY: OT $2740 - $3429 or OA $2186 - $2969

No need to reapply for this position if you have already applied.

DUTIES:

Under direction and supervision of the Executive Assistant to the Public Finance Division Director, 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. Must have a valid typing certificate certifying employee can type 40 words per minute. Duties will be adjusted to reflect the classification of the applicant that is hired.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- 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.

- Establishes, organizes, and maintains bond files, 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.

- Relieves managers of office details including: maintaining managers’ calendar; notifying appropriate staff members of upcoming meetings; scheduling and coordinating meetings, conference rooms, and conference calls; making travel arrangements; and completing travel expense claims for Division managers and professional staff. Receives, screens, and announces visitors to the Division and routes calls to the appropriate area for response. Sets up and maintains manager’s working files. As assigned, responsible for preparation and completeness of the monthly attendance records for payroll information. Sets up recording equipment for public meetings that require legal minutes.

- Distributes mail, makes photocopies, operates the fax machine, 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.

To view a complete version of the duty statement, please visit www.treasurer.ca.gov/careers.
DESIRABLE QUALIFICATIONS:

- Exhibit excellent attendance, punctuality, and dependability.
- Ability to read and interpret documents such as bond documents, reports, and procedure manuals.
- Ability to communicate effectively in writing, using proper grammar.
- Demonstrated attention to detail and highly organized work habits.
- Ability to function effectively in an electronic office, well-versed and skilled in the use of Microsoft Word, Excel, Outlook, and Adobe Acrobat, and ability to quickly learn PFD’s customized database systems, as essential tools in the workplace.
- Ability to work on multiple time-sensitive projects at one time with the ability to shift priorities quickly.
- Ability to work and communicate effectively and with tact, interacting with Division and department staff, other agencies, consultants, and vendors.
- Ability to work independently and in a team environment.

CONDITIONS OF EMPLOYMENT:
Fingerprinting and Background Check are required.

WHO SHOULD APPLY:
Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as an Office Technician (Typing) or Office Assistant (Typing). Should you have any questions, please visit www.jobs.ca.gov.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer’s Office and the Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E., LIST, TRANSFER, SROA, SURPLUS EMPLOYEE, ETC.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Please provide a valid typing certificate with your application or you will not be eligible for an interview. Also, list “OT 820-500-1139-003” or “OA 820-500-1379-xxx” on your application/resume.

FINAL FILING DATE:
State applications will be accepted until the position is filled. Applications will be screened and only the most qualified applicants will be interviewed. No faxed or emailed applications will be accepted.

SUBMIT APPLICATIONS TO:
Nicole Yousefi
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL: PUBLIC (916) 653-3100 CALNET (916) 453-3100

An equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. STO complies with the Americans with Disability Act (ADA). If you need additional information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.

PFD: cc OT 186 04/22/15 OA 05/21/15