Under the general direction of the Deputy Executive Director (SSM III), the incumbent provides administrative support for the Tax Credit Allocation Committee (TCAC). This position performs duties involving extensive public contact.

**Description of Essential Functions:**

- Type, edit and maintain complex technical and legal documents pertaining to the Committee's actions and responsibilities, such as staff reports, resolutions, letters, agendas, invoices, annual reports, IRS and FTB forms and other information and materials utilizing a computer word processing system and Excel; type, edit and maintain complex technical reports, spreadsheets and memoranda; type and edit correspondence of a sensitive nature prepared by the Executive Director; enter application and project specific data into database. Independently compose letters and memoranda for the Executive Director's signature. Assist with public hearings and Committee meetings.

- Prepare travel reimbursements; process travel expense claims; schedule travel and develop itineraries for The Executive Director and other staff. Track attendance and prepares monthly time and attendance reports for all staff.

- Responsible for records management in processing unfunded and completed tax credit projects for delivery to State Archives. Maintain correct and updated records of all documents sent to Archives. File all Compliance correspondence and information and tracks required submitted compliance forms.

- Process incoming requests for general public review of project files and schedules all appointments for review of project files and assists the public as needed. Provide ongoing maintenance of correspondence log; track outgoing correspondence and produce weekly reports of outstanding correspondence.

- Receive and screen telephone calls. Answer inquiries that require knowledge of the California Tax Credit Allocation Committee's policies and procedures and, to a degree, programs. Prepare, type, and edit for all Committee's professional staff correspondence to local governmental agencies, developers, consultants, syndication firms and others concerning scheduled meetings, agendas, and the Committee's mailing list. Assist the Program Managers in arranging and scheduling special meetings with the general public and other state and local agencies.

To view a copy of the duty statement, please visit [www.treasurer.ca.gov/careers](http://www.treasurer.ca.gov/careers).
**Desirable Qualifications:**

- Ability to work cooperatively with others.
- Computer skills, including an understanding of relational database systems and spreadsheet applications (Excel).
- Excellent interpersonal and communication skills.
- Good work habits and dependability.
- Ability to handle multiple projects.

**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 Office Technician (Typing). Should you have any questions, please visit [www.jobs.ca.gov](http://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. Must attach valid typing certificate with application to be eligible for interview. Also, please write “342-001-1139-003” on your application/resume.

**Final Filing Date:**

State application must be received or postmarked by June 17, 2015. Applications will be screened and only the most qualified applicants will be interviewed. No faxed or emailed applications will be accepted.

**Submit Applications To:**

Michelle Bell  
Personnel Office  
State Treasurer’s Office  
915 Capitol Mall, Room 538  
Sacramento, CA  95814

**If you have any 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. CTCAC 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.

CTCAC: sz  
05/29/15