

**CALIFORNIA STATE TREASURER'S OFFICE**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA Executive Office				POSITION NUMBER (Agency-Unit-Class-Serial) 820-100-1139-005		Position ID 10
UNIT Executive Office				CLASSIFICATION TITLE Office Technician (T)		
TIME BASE / TENURE Full Time	CBID R04	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	MCR 2	WORKING TITLE Executive Office Support	
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 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 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.						
<b>GENERAL STATEMENT</b>						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under direction of the Staff Services Manager I, within the Executive Office, the Office Technician (T) (OTT), performs a wide variety of complex and varied clerical functions involving a high degree of initiative and independent judgment, the evaluation of complex situations and taking appropriate action, including performing reception duties, drafting and reviewing various documents, and managing office equipment and supply inventory.						
<b>% of time performing duties</b>		<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.</b>				
45%		Performs as the 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; responds to or directs e-mails; assists with updating monthly Board/Commission/Authority calendar; and, maintains schedule for conference rooms and conference call lines.				
35%		Composes letters, memos; prepares and enters data for large mail merge projects; prepares forms which involves reviewing documents for compliance with complex state laws and general guidelines; prepares equipment/service requests and supply				

	orders as well as responsible for inventory and upkeep of supply room. Updates staff roster and phone list for the Executive Office.
15%	Assists with preparing certification and resolution requests; updates and maintains the reception office procedures manual. Performs Attendance Clerk functions for the office, by collecting staff timesheets and ensuring they are signed and submitted to the Office Manager timely. Prepares and submits onboarding documents for new hires and exit documents for separating employees.
	<b>Marginal Functions</b>
5%	Performs other job-related duties as assigned, including, assisting in the training of backup receptionists as needed and coordinating schedules with the Student Assistants; and, responsible for office recycling.

**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