							CURF	RENT	
DIVISION OR BCA					POSITION NUMBER (Agency-Unit-Class-Serial)		Position ID		
Administration						820-200-4870-900		10636	
UNIT						CLASSIFICATION TITLE	'		
Personnel Unit					Student Assistant				
TIME BASE / TENUR	lΕ	CBID	WWG	COI	MCR	WORKING TITLE			
Part Time /Inte	ermittent	Е	2	Yes 🗌 No 🔲	1	Student Assistant			
LOCATION		•				INCUMBENT	EFFECTIVE D	ATE	
Sacramento									
STATE TREASUR	ER'S OFFICE	MISSIC	NC						
The State Treas	urer's Office	(STO) p	rovide	s banking services	for stat	e government with goals to minimize b	anking costs	and	
maximize yield	on investmer	nts. The	Treas	urer is responsible	for the	custody of all monies and securities be	longing to o	r held in	
trust by the stat	e; investmer	nt of ter	mporar	rily idle state and lo	cal gov	vernment monies; administration of the	e sale of state	e bonds,	
their redemptio	n and intere	st paym	nents; a	and payment of wa	rrants	drawn by the State Controller and othe	r state agend	cies.	
DIVISION OR BO									
BRIEFLY DESCRIBE T						II a al A al Si	19		
		•				s programs as well as to the Authorities	•		
			-			g, budgeting, business services, person	nel manager	nent, labor	
GENERAL STATE		t Oppor	tunity	Office, training and	ı mana	gement analyses.			
		IRE THE D	AOITION	I'S ORGANIZATIONAL S	ETTING	AND MAJOR FUNCTIONS			
-						stant provides support on a wide variet	v of clerical	tasks to the	
· ·				_		nt is responsible for assisting the Pers	-		
						mer service to members of the public			
_				•	_	ns of the organization		- 1 - 7 7	
% of time					ne positio	on and the percentage of time spent on each. G	roup related ta	sks under the	
performing duties				nest percentage first.					
40%	Screens an	creens and directs correspondence, telephone calls, and visitors to appropriate personnel; provides quality ustomer service for all staff and costumers via the telephone and in person with issues related to HR; provides							
				•			-		
	customer s	service 1	for all s	taff and costumer	s via th	e telephone and in person with issues r	elated to HR	; provides	
	customer s informatio	service f n to De	for all s partme	taff and costumers ent staff on Admini	s via th stratio	e telephone and in person with issues r n policies and procedures; distributes n	elated to HR nemos, job o	; provides pportunity	
	customer s informatio and examin	service f n to De nation a	for all s partme announ	taff and costumers ent staff on Admini cements via email	s via th stration; keeps	e telephone and in person with issues r n policies and procedures; distributes n accurate records and ensure accurate	elated to HR nemos, job o data entry in	; provides pportunity ito HR	
30%	customer s informatio and examin databases;	service for to De nation a and up	for all s partme announ dates a	taff and costumers ent staff on Admini cements via email and distributes De	s via th stratio ; keeps partme	e telephone and in person with issues r n policies and procedures; distributes n accurate records and ensure accurate nt phone list and Division intercom list	elated to HR nemos, job o data entry in using a comp	; provides pportunity ito HR outer.	
30%	customer s informatio and examin databases; Types and	service for to De nation a and up maintai	for all s partme annour dates a ins lett	etaff and costumers ent staff on Admini dements via email and distributes Dep ers, memos, techn	s via th stration; keeps partme ical rep	e telephone and in person with issues r n policies and procedures; distributes n accurate records and ensure accurate nt phone list and Division intercom list orts, and mailing lists; updates clerical	elated to HR nemos, job o data entry in using a comp support log i	pportunity to HR outer.	
30%	customer s informatio and examin databases; Types and to ensure of	service for to De nation a sand up maintaicomplia	for all spartments annour odates a ins lett nce wi	taff and costumers ent staff on Admini cements via email and distributes Dej ers, memos, techn th changing policie	s via the stration; keeps partme ical reps s and p	e telephone and in person with issues r n policies and procedures; distributes n accurate records and ensure accurate nt phone list and Division intercom list ports, and mailing lists; updates clerical procedures; reviews all paperwork subn	elated to HR nemos, job o data entry in using a comp support log i nissions for a	pportunity to HR outer. instructions	
30%	customer s informatio and examin databases; Types and to ensure of Personnel s	service for to De nation a and up maintaicomplia staff to	for all spartments annour odates a ins lett nce wire proces	etaff and costumers ent staff on Admini dements via email and distributes Dep ers, memos, techn th changing policie as personnel action	s via the stration of the stration of the strate of the st	e telephone and in person with issues reposition policies and procedures; distributes not accurate records and ensure accurate not phone list and Division intercom list ports, and mailing lists; updates clerical procedures; reviews all paperwork submits in the preparation of various statistics.	elated to HR nemos, job o data entry in using a comp support log inissions for a cal and sumn	r; provides rpportunity rito HR router. rinstructions riccuracy for nary	
30%	customer s informatio and examin databases; Types and to ensure of Personnel s	service for to De nation a sand up maintai complia staff to onducts	for all spartments annour odates a ins lett nce wire proces fingers	etaff and costumers ent staff on Admini acements via email and distributes Dep ers, memos, techn th changing policie as personnel action printing appointme	s via the stration of the stration of the strate of the st	e telephone and in person with issues r n policies and procedures; distributes n accurate records and ensure accurate nt phone list and Division intercom list ports, and mailing lists; updates clerical procedures; reviews all paperwork subn	elated to HR nemos, job o data entry in using a comp support log inissions for a cal and sumn	r; provides rpportunity rito HR router. rinstructions riccuracy for nary	
	customer s informatio and examin databases; Types and to ensure of Personnel s reports; co desk in the	service for to De nation a and up maintai complia staff to nducts e Busine	for all spartments annound dates a ins lett nce wire processinger, ass Servers and the servers	etaff and costumers ent staff on Admini ecements via email and distributes Dep ers, memos, techn th changing policie es personnel action printing appointmentices Unit.	s via th stratio ; keeps partme ical rep s and p s; assis	e telephone and in person with issues of policies and procedures; distributes of accurate records and ensure accurate of phone list and Division intercom list ents, and mailing lists; updates clerical procedures; reviews all paperwork submits in the preparation of various statistical processes I-9 paperwork; and provide	elated to HR nemos, job o data entry in using a comp support log i nissions for a cal and sumn s back-up to	; provides pportunity ito HR puter. instructions accuracy for nary the mail	
30%	customer s informatio and examin databases; Types and to ensure of Personnel s reports; co desk in the Files and u	service for n to De nation a and up maintai complia staff to onducts e Busine pdates	for all spartments annound dates a ins lett nce wire process fingers serves Serves manua	ent staff and costumers ent staff on Admini ecements via email and distributes Dep ers, memos, techn th changing policie as personnel action printing appointment vices Unit.	s via th stratio ; keeps partme ical rep s and p s; assis ents and	e telephone and in person with issues repolicies and procedures; distributes in accurate records and ensure accurate in phone list and Division intercom list forts, and mailing lists; updates clerical procedures; reviews all paperwork subsite in the preparation of various statistic diprocesses I-9 paperwork; and provide licy binders; files memos, letters, and c	elated to HR nemos, job o data entry in using a comp support log i nissions for a cal and sumn s back-up to orresponden	ry provides reportunity ato HR couter. Instructions accuracy for mary the mail	
	customer s informatio and examin databases; Types and to ensure of Personnel s reports; co desk in the Files and u directed; u	service for to De nation a and up maintal complia staff to enducts e Busine pdates updates	for all spartments annound adates a ins lett nce wire process finger, ass Servenanua and file	ent staff on Adminited and distributes Dependents via email and distributes Depens, memos, technoth changing policies personnel action printing appointments Unit.	s via th stratio ; keeps partme ical rep s and p s; assis ents and	e telephone and in person with issues of policies and procedures; distributes of accurate records and ensure accurate of phone list and Division intercom list ents, and mailing lists; updates clerical procedures; reviews all paperwork submits in the preparation of various statistical processes I-9 paperwork; and provide	elated to HR nemos, job o data entry in using a comp support log i nissions for a cal and sumn s back-up to orresponden	ry provides reportunity ato HR couter. Instructions accuracy for mary the mail	
	customer's informatio and examin databases; Types and to ensure of Personnel reports; codesk in the Files and undirected; unto Personnel to Personne	ervice for to De nation a and up maintai complia staff to onducts e Busine pdates updates all police	for all spartments annound adtes a ins lett nce wire processinger, ass Server and file ies and file ies and file ies and file ies and file particular and file ies and file particular and file ies and file particular and file p	ent staff on Adminited and distributes Dependents via email and distributes Depens, memos, techneth changing policies as personnel action printing appointments Unit. Ils, laws and rules, es documents in of procedures.	s via th stration ; keeps partme ical rep s and p s; assis ents and and po ficial p	e telephone and in person with issues reposition policies and procedures; distributes in accurate records and ensure accurate interphone list and Division intercom list forts, and mailing lists; updates clerical procedures; reviews all paperwork submits in the preparation of various statistical processes I-9 paperwork; and provided licy binders; files memos, letters, and cersonnel folders; handles confidential in	elated to HR nemos, job o data entry in using a comp support log i nissions for a cal and sumn s back-up to orresponden nformation a	r; provides pportunity ato HR pouter. Instructions accuracy for anary the mail according	
20%	customer's informatio and examin databases; Types and to ensure of Personnel reports; codesk in the Files and udirected; uto Personn Examines to	ervice for to De nation a and up maintai complia staff to onducts e Busine pdates updates all policiche tran	for all spartments announdates a ins lett nce wire process finger pass Server and file ies and sit sub	ent staff on Adminited and distributes Dependents via email and distributes Dependents, memos, technoth changing policies personnel action orinting appointments Unit. Ils, laws and rules, les documents in of I procedures.	s via th stration; keeps partme ical rep s and p s; assis ents and and po fficial p	e telephone and in person with issues in policies and procedures; distributes in accurate records and ensure accurate int phone list and Division intercom list forts, and mailing lists; updates clerical procedures; reviews all paperwork submits in the preparation of various statistic diprocesses I-9 paperwork; and provide licy binders; files memos, letters, and cersonnel folders; handles confidential indicompletion and reconciles monthly to	elated to HR nemos, job o data entry in using a comp support log i nissions for a cal and sumn s back-up to orresponden nformation a	r; provides pportunity ato HR pouter. Instructions accuracy for anary the mail according	
20%	customer's informatio and examin databases; Types and to ensure of Personnel streports; codesk in the Files and undirected; unto Personnel stramines to the logs incom	ervice of n to De nation a and up maintai complia staff to onducts e Busine pdates pdates lel police the traning che	for all spartments announdates a sins letten processinger, and file ies and site subcks to to the processit subcks to the proc	ent staff on Adminited and distributes Dependents via email and distributes Dependents, memos, technoth changing policies personnel action orinting appointments Unit. Ils, laws and rules, les documents in of I procedures.	s via th stration; keeps partme ical reps s and ps s; assis ents and and po fficial p	e telephone and in person with issues reposition policies and procedures; distributes in accurate records and ensure accurate interphone list and Division intercom list forts, and mailing lists; updates clerical procedures; reviews all paperwork submits in the preparation of various statistical processes I-9 paperwork; and provided licy binders; files memos, letters, and cersonnel folders; handles confidential in	elated to HR nemos, job o data entry in using a comp support log i nissions for a cal and sumn s back-up to orresponden nformation a	r; provides pportunity ato HR pouter. Instructions accuracy for anary the mail according	
20%	customer's informatio and examin databases; Types and to ensure of Personnel streports; condesk in the Files and undirected; unto Personn Examines to logs incom	ervice of n to De nation a and up maintai complia staff to onducts e Busine pdates pdates lel police the traning che	for all spartments announdates a sins letten processinger, and file ies and site subcks to to the processit subcks to the proc	ent staff on Admini- ent staff on Admini- ent staff on Admini- ent staff on Admini- ent distributes Dep ers, memos, techn th changing policies as personnel action printing appointment rices Unit. als, laws and rules, es documents in of I procedures. sidy forms for accu- the Fiscal Services	s via th stration; keeps partme ical reps s and ps s; assis ents and and po fficial p	e telephone and in person with issues in policies and procedures; distributes in accurate records and ensure accurate int phone list and Division intercom list forts, and mailing lists; updates clerical procedures; reviews all paperwork submits in the preparation of various statistic diprocesses I-9 paperwork; and provide licy binders; files memos, letters, and cersonnel folders; handles confidential indicompletion and reconciles monthly to	elated to HR nemos, job o data entry in using a comp support log i nissions for a cal and sumn s back-up to orresponden nformation a	r; provides proportunity ato HR pouter. Instructions accuracy for anary the mail acce as according	
20% 5% 5%	customer's informatio and examin databases; Types and to ensure of Personnel streports; condesk in the Files and undirected; unto Personn Examines to logs incom	ervice of n to De nation a and up maintai complia staff to onducts e Busine pdates pdates lel police the traning che	for all spartments announdates a sins letten processinger, and file ies and site subcks to to the processit subcks to the proc	ent staff on Admini- ent staff on Admini- ent staff on Admini- ent staff on Admini- ent distributes Dep ers, memos, techn th changing policies as personnel action printing appointment rices Unit. als, laws and rules, es documents in of I procedures. sidy forms for accu- the Fiscal Services	s via th stration; keeps partme ical reps s and ps s; assis ents and and po fficial p	e telephone and in person with issues in policies and procedures; distributes in accurate records and ensure accurate int phone list and Division intercom list forts, and mailing lists; updates clerical procedures; reviews all paperwork submits in the preparation of various statistic diprocesses I-9 paperwork; and provide licy binders; files memos, letters, and cersonnel folders; handles confidential indicompletion and reconciles monthly to	elated to HR nemos, job o data entry in using a comp support log i nissions for a cal and sumn s back-up to orresponden nformation a	r; provides pportunity ato HR pouter. Instructions accuracy for anary the mail according	
20% 5% 5% SPECIAL REQUII	customer's informatio and examin databases; Types and to ensure of Personnel's reports; codesk in the Files and undirected; unto Personnel Examines to logs income Performs of REMENTS	service of n to De nation a and up maintai complia staff to onducts e Busine pdates updates all policible traning che other jol	for all spartments announdates announdates ains lett nce wire process fingerpass Servent and file ies and sit subcks to the control of the co	ent staff on Adminicements via email and distributes Depens, memos, techn th changing policies personnel action orinting appointments and rules, laws and rules, lay and rules, sidy forms for accurate Fiscal Services and duties as needed	s via th stration; keeps partme ical rep s and p s; assis ents and and po fficial p uracy ar Unit and	e telephone and in person with issues in policies and procedures; distributes in accurate records and ensure accurate int phone list and Division intercom list forts, and mailing lists; updates clerical procedures; reviews all paperwork submits in the preparation of various statistic diprocesses I-9 paperwork; and provide licy binders; files memos, letters, and cersonnel folders; handles confidential indicompletion and reconciles monthly to	elated to HR nemos, job o data entry in using a comp support log i nissions for a cal and sumn s back-up to orresponden nformation a	r; provides proportunity ato HR pouter. Instructions accuracy for anary the mail acce as according	
20% 5% 5% SPECIAL REQUII N/A EMPLOYEE'S STATE	customer's informatio and examin databases; Types and to ensure of Personnel reports; codesk in the Files and undirected; unto Personn Examines to logs incom Performs of REMENTS	service of n to De nation a and up maintai complia staff to onducts e Busine pdates pdates pel policible tranging che other jol	for all spartment announdates a fins lett nce wire process finger, and file ies and sit subcks to the relate	ent staff on Administration and distributes Dependents via email and distributes Dependents, memos, technoth changing policies as personnel action orinting appointments and rules, less documents in of a procedures. Sidy forms for accustic fixed Services and duties as needed weed and signed weed and signed	s via th stratio ; keeps partme ical rep s and p s; assis ents and and po fficial p uracy ar Unit an d.	e telephone and in person with issues in policies and procedures; distributes in accurate records and ensure accurate int phone list and Division intercom list forts, and mailing lists; updates clerical procedures; reviews all paperwork submits in the preparation of various statistical processes I-9 paperwork; and provide licy binders; files memos, letters, and cersonnel folders; handles confidential indicompletion and reconciles monthly to differ propares a daily report.	elated to HR nemos, job o data entry in using a comp support log i nissions for a cal and sumn s back-up to orresponden information a	ry provides apportunity ato HR couter. Instructions accuracy for mary the mail ace as according ales; and	
20% 5% 5% SPECIAL REQUII N/A EMPLOYEE'S STATE	customer's informatio and examine databases; Types and to ensure of Personnel in reports; condesk in the directed; unto Personne Examines to logs income Performs of REMENTS	service of n to De nation a and up maintai complia staff to onducts e Busine pdates pdates pel policible tranging che other jol	for all spartment announdates a fins lett nce wire process finger, and file ies and sit subcks to the relate	ent staff on Adminicements via email and distributes Depers, memos, techn th changing policies as personnel action orinting appointments documents in order to the Fiscal Services and duties as needed weed and signed outsill.	s via th stration; keeps partme ical reps s and ps; assisents and pofficial puracy ar Unit and d.	e telephone and in person with issues of policies and procedures; distributes of accurate records and ensure accurate nt phone list and Division intercom list procedures; reviews all paperwork submits in the preparation of various statistical processes I-9 paperwork; and provided licy binders; files memos, letters, and cersonnel folders; handles confidential in a completion and reconciles monthly to deprepares a daily report.	elated to HR nemos, job o data entry in using a comp support log i nissions for a cal and sumn s back-up to orresponden information a	ry provides apportunity ato HR couter. Instructions accuracy for mary the mail ace as according ales; and	
20% 5% 5% SPECIAL REQUII N/A EMPLOYEE'S STATE • I HAVE D	customer's informatio and examine databases; Types and to ensure of Personnel in reports; condesk in the directed; unto Personne Examines to logs income Performs of REMENTS	service of n to De nation a and up maintai complia staff to onducts e Busine pdates pdates pel policible tranging che other jol	for all spartment announdates a fins lett nce wire process finger, and file ies and sit subcks to the relate	ent staff on Adminicements via email and distributes Depers, memos, techn th changing policies as personnel action orinting appointments documents in order to the Fiscal Services and duties as needed weed and signed outsill.	s via th stration; keeps partme ical reps s and ps; assisents and pofficial puracy ar Unit and d.	e telephone and in person with issues of policies and procedures; distributes in accurate records and ensure accurate int phone list and Division intercom list forts, and mailing lists; updates clerical procedures; reviews all paperwork submits in the preparation of various statistic diprocesses I-9 paperwork; and provided licy binders; files memos, letters, and cersonnel folders; handles confidential in and completion and reconciles monthly to diprepares a daily report. The supervisor and employee:	elated to HR nemos, job o data entry in using a comp support log i nissions for a cal and sumn s back-up to orresponden information a cransit pass s	i; provides apportunity ato HR souter. Instructions accuracy for mary the mail ace as according ales; and	
20% 5% SPECIAL REQUII N/A EMPLOYEE'S STATE I HAVE D EMPLOYEE'S NAME	customer's information and examined atabases; Types and to ensure of Personnel streets and undirected; undirected; unto Personnel streets and undirected streets and undir	service of n to De nation a and up maintai complia staff to onducts e Busine pdates pdates pel policible tranging che other jol	for all spartment announdates a fins lett nce wire process finger, and file ies and sit subcks to the relate	ent staff on Adminicements via email and distributes Depers, memos, techn th changing policies as personnel action orinting appointments documents in order to the Fiscal Services and duties as needed weed and signed outsill.	s via th stration; keeps partme ical reps s and ps; assisents and pofficial puracy ar Unit and d.	e telephone and in person with issues of policies and procedures; distributes in accurate records and ensure accurate int phone list and Division intercom list forts, and mailing lists; updates clerical procedures; reviews all paperwork submits in the preparation of various statistic diprocesses I-9 paperwork; and provided licy binders; files memos, letters, and cersonnel folders; handles confidential in and completion and reconciles monthly to diprepares a daily report. The supervisor and employee:	elated to HR nemos, job o data entry in using a comp support log i nissions for a cal and sumn s back-up to orresponden information a cransit pass s	ry provides apportunity ato HR couter. Instructions accuracy for mary the mail ace as according ales; and	
20% 5% 5% SPECIAL REQUII N/A EMPLOYEE'S STATE I HAVE D EMPLOYEE'S NAME SUPERVISOR'S STATE	customer's informatio and examin databases; Types and to ensure of Personnel's reports; codesk in the Files and undirected; unto Personn Examines to logs incom Performs of REMENTS MENT: ISCUSSED THE LETTER OF T	service of n to De nation a and up maintai complia staff to onducts e Busine pdates updates he tranning che other joint To be	for all spartments announdates a fins letter of the spartments of	ent staff and costumers ent staff on Adminited and distributes Dependent of the changing policies of the changing policie	s via th stratio ; keeps partme ical rep s and p s; assis and po fficial p unit an d. I by th	e telephone and in person with issues of policies and procedures; distributes in accurate records and ensure accurate int phone list and Division intercom list forts, and mailing lists; updates clerical procedures; reviews all paperwork submits in the preparation of various statistic diprocesses I-9 paperwork; and provided licy binders; files memos, letters, and cersonnel folders; handles confidential in and completion and reconciles monthly to diprepares a daily report. The supervisor and employee:	elated to HR nemos, job o data entry in using a comp support log i nissions for a cal and summ s back-up to orresponden nformation a cransit pass s	r; provides rpportunity rto HR router. Instructions recuracy for nary the mail rece as reccording ales; and	

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

X PROPOSED

POSITION NUMBER (Agency – Unit – Class – Serial)	Page 2 of 2
820-200-4870-900	

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					