

CALIFORNIA STATE TREASURER'S OFFICE
POSITION DUTY STATEMENT
☒ PROPOSED

☐ CURRENT

DIVISION OR BCA Administration					POSITION NUMBER (Agency-Unit-Class-Serial) 820-200-4870-900		Position ID 10636	
UNIT Personnel Unit					CLASSIFICATION TITLE Student Assistant			
TIME BASE / TENURE Part Time /Intermittent	CBID E	WWG 2	COI Yes ☐ No ☐	MCR 1	WORKING TITLE Student Assistant			
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.								
DIVISION OR BCA OVERVIEW								
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Administration Division provides support services to the various programs as well as to the Authorities directly associated with the Treasurer's Office. These responsibilities include accounting, budgeting, business services, personnel management, labor relations, Equal Employment Opportunity Office, training and management analyses.								
GENERAL STATEMENT								
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under supervision of the Staff Services Manager I, the Student Assistant provides support on a wide variety of clerical tasks to the Personnel Unit of the State Treasurer's Office. The Student Assistant is responsible for assisting the Personnel Unit by providing coverage of the Administration Division front desk; providing customer service to members of the public and internal employees; and assisting Personnel staff with the day-to-day HR-related functions of the organization								
% 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%	Screens and directs correspondence, telephone calls, and visitors to appropriate personnel; provides quality customer service for all staff and costumers via the telephone and in person with issues related to HR; provides information to Department staff on Administration policies and procedures; distributes memos, job opportunity and examination announcements via email; keeps accurate records and ensure accurate data entry into HR databases; and updates and distributes Department phone list and Division intercom list using a computer.							
30%	Types and maintains letters, memos, technical reports, and mailing lists; updates clerical support log instructions to ensure compliance with changing policies and procedures; reviews all paperwork submissions for accuracy for Personnel staff to process personnel actions; assists in the preparation of various statistical and summary reports; conducts fingerprinting appointments and processes I-9 paperwork; and provides back-up to the mail desk in the Business Services Unit.							
20%	Files and updates manuals, laws and rules, and policy binders; files memos, letters, and correspondence as directed; updates and files documents in official personnel folders; handles confidential information according to Personnel policies and procedures.							
5%	Examines the transit subsidy forms for accuracy and completion and reconciles monthly transit pass sales; and logs incoming checks to the Fiscal Services Unit and prepares a daily report.							
5%	Performs other job-related duties as needed.							
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								

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• 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
Empty space for supervisor's name	Empty space for supervisor's signature	Empty space for date