



DUTY STATEMENT

Department of Finance
Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	
UNIT	TBD	POSITION NUMBER	300-XXX-4870-XXX
CLASSIFICATION	Student Assistant		

SCOPE
Under close supervision and in a learner capacity, this position assists in the performance of the administrative or technical duties required by the departmental assignment; and to do other related work. This position requires the ability to follow written and verbal instruction, work under pressure to meet deadlines, as well as have good communication and interpersonal skills.

Additionally, this position requires the incumbent to demonstrate good judgement; to reason logically; be accurate and thorough; develop and maintain effective and cooperative working relationships; easily adapt to changing priorities; work as part of a team; and maintain regular, consistent, and predictable attendance.

ESSENTIAL FUNCTIONS	
40%	Performs tasks which are necessary for the program. Analyze data and conduct research related to specific projects, and as assigned by the Executive Team.
30%	Assists in research, analysis, preparation, and review of legislative materials. Assist staff with special projects, including performing research, reviewing, organizing, evaluating, and summarizing collected data. Assist in preparing correspondence for the department. Assist with report preparations, and monitoring developments on specific projects.
20%	Performs multiple administrative duties, which include typing general correspondence, directing visitors, searching and/or purging files, and other related support activities. Open, date stamp, and distribute mail to appropriate budget staff.
10%	Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess the following knowledge:

- Elementary office principles and procedures as required by the hiring department.

The incumbent is required to possess the following skills and abilities:

- Reason logically, write effectively, analyze situations accurately, and adopt an effective course of action.
- Establish and maintain cooperative relations with those contacted in the work.

SIGNATURES	
I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.	

EMPLOYEE SIGNATURE	DATE

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.

SUPERVISOR NAME			
SUPERVISOR SIGNATURE		DATE	
PROGRAM BUDGET MANAGER (PBM) NAME			
PBM SIGNATURE		DATE	