

POSITION DUTY STATEMENT

STO 1000 (Rev 11/2025)

DIVISION OR BCA Executive Office					POSITION NUMBER (Agency-Unit-Class-Serial) 820-100-4870-900		Position ID 10656
UNIT					CLASSIFICATION TITLE Student Assistant		
TIME BASE / TENURE Part Time/Temporary		CBID E	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	MCR 1	WORKING TITLE	
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 Executive Office of the STO 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 Office, and Legal Counsel.							
GENERAL STATEMENT							
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of Supervisor I and in a learner capacity, the Student Assistant will assist the Executive Office staff with core duties related to research, compiling and organizing information, updating databases, and office administration.							
% 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.					
35%		Support events (setup, registration, materials, note-taking). Participate in continuous improvement efforts to streamline executive workflows or templates. Perform entry-level research and summarize findings. Support special projects assigned by executive staff.					
25%		Provide the Executive Office with administrative support related to document assembly; monitor shared inboxes or routing systems and distribute communications appropriately.					
20%		Assist Executive Office Sacramento staff with administrative tasks as needed using various software programs, including Microsoft Office. Administrative staff duties can include updating calendars, answering phones, and making copies.					
15%		Enter data into tracking logs and shared spreadsheets; help maintain internal procedures and desk guides. Support administrative staff with office supply inventory.					
5%		Perform other job-related duties as required.					
SPECIAL REQUIREMENTS							
N/A							
To be reviewed and signed by the supervisor and employee:							
EMPLOYEE'S STATEMENT:							
<ul style="list-style-type: none"> 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:							
<ul style="list-style-type: none"> 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