

POSITION DUTY STATEMENT

STO 1000 (Rev 11/2025)

DIVISION OR BCA Executive Office					POSITION NUMBER (Agency-Unit-Class-Serial) 820-100-1379-001		Position ID 10	
UNIT					CLASSIFICATION TITLE Office Assistant (Typing)			
TIME BASE / TENURE Full Time/Permanent	CBID R04	WWG 2	COI Yes ☐ No ☒	MCR 2	WORKING TITLE Executive Office Support			
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 supervision of the Deputy Treasurer and Supervisor I, performs a wide variety of varied functions involving initiative and independent judgment, the evaluation of complex situations and taking appropriate action.								
% 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.						
50%		Acts as 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 and office tidy and organized; processes incoming; stamps, logs, and distributes mail; processes outgoing mail reviews office invoices for routing; routes internal documents appropriately for approval and signature; maintains schedule for conference rooms.						
25%		Assists the Supervisor I and other clerical staff when necessitated by workload; assists in the training of backup receptionists as needed; responsible for office recycling.						
20%		Prepares equipment/service requests and supply orders; updates staff rosters; responsible for inventory and upkeep of supply room; updates and maintains the reception office procedures manual; assists attendance clerk with monthly timesheets.						
5%		Prepares copies, scans documents; and performs other job-related duties.						
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	

