



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 fiscal sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	
UNIT		POSITION NUMBER	300-XXX-1728-XXX
CLASSIFICATION	Executive Assistant		

SCOPE

Under the direction of a high-level administrator, to provide staff assistance on sensitive departmental or program issues; to provide administrative assistance and secretarial support; to provide office management, supervisory and other staff and office services; and to do other related work.

ESSENTIAL FUNCTIONS

30%	Review bills to determine the main subject matter and forwards to appropriate analyst for analysis. Maintains all tracking systems for unit bills. Receives and maintains all material pertaining to the Unit's legislation, ensuring that analysts are kept apprised of the most recent amendments and any information regarding assigned bills. Assist with sending various correspondence between the unit and other individuals and/or organizations and updating the unit's Project Tracking Systems.
30%	Establishes and maintains administrative, legislative, and confidential files. Uses independent judgment in divulging what may be controversial or sensitive information. Maintains tickler file on projects assigned to other staff. Uses independent judgment, tact, and discretion in following up on assigned projects and other matters. Arranges meetings for the PBM and maintains electronic appointment calendaring system. Brings matters to superiors' attention and relays decisions to staff; uses good judgment in contacting superiors regarding important matters.
25%	Reviews correspondence, reports, memos, budget documents, and other material prepared by staff for compliance with office procedures, format, policy, grammatical construction, clerical error and adherence to Finance Writing Style guidelines and accessibility requirements. Processes personnel paperwork for new/separating/rotating employees. Tracks employee requests for time off and prepares monthly timekeeping documents. Orders and maintains supplies and equipment and other duties as required. Maintains the unit desk manual.
15%	Screens incoming mail; reviews contents of correspondence; obtains background material from files or other staff on which decisions are made; and refers correspondence to staff according to subject matter and priority. Relieves unit management of administrative detail by independently coordinating and orchestrating services and providing liaison to other units, departments, agencies, and/or the public.

SPECIAL REQUIREMENTS

Support Staff Central

- Provide assistance to the department on an as needed basis, providing reception services and correspondence processing including: mail processing, phone coverage, and department specific tasks. Ensure all requests are handled in a timely manner. Communicate effectively, exchange information, and/or provide direction to staff and others. When short staffed, provide coverage as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess the following knowledge:

- The principles and methods of public and business administration
- Office management principles, methods and procedures
- Good personnel and fiscal management practices
- The organization's relationship with other governmental entities
- The administrator's responsibilities with regard to the organization's programs
- The functions, programs and operations in the Administrator's area of responsibility
- The principles and practices of supervision
- The Department's Affirmative Action Program objectives
- A supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

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

- Think clearly and analyze problems of organization and management and take effective action.
- Handle sensitive and confidential assignments with tact and diplomacy.
- Work under pressure and time constraints.
- Handle changing priorities; establish and maintain cooperative working relationships.
- Communicate effectively.
- Type at a speed of 45 words per minute
- Supervise the work of others.
- Effectively contribute to the department's affirmative action objectives.

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	