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	Business Services Office	**POSITION NUMBER**	300-143-4870-XXX
CLASSIFICATION	Student Assistant		

SCOPE

Under close supervision of the Business Services Manager, 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

55%	The incumbent is responsible for performing inter/intra departmental messenger service; pick-up and/or delivery services that may be carried out by walking or driving a state vehicle to various destinations; and providing various other courier and messenger delivery/pick-up service functions. The incumbent is also responsible for maintaining the Vehicle Mileage Log. Incumbent is responsible for the distribution of incoming and outgoing mail; the operation and maintenance of mailing machines and mailroom equipment; and classifying, weighing, and computing postage of mail. Incumbent must be knowledgeable of current U.S. Postal Service rates, rules and regulations such as special postage rates, certified mail, and registered mail.
20%	The incumbent acts as the receptionist by answering the main Business Services phone line; directs inquiries and requests from departmental staff, vendors, and the public to the appropriate Business Services staff member; serves as the first point of contact to the Business Services Office; maintains office filing system in order to keep accurate records for future references and in compliance with laws, rules, regulations, policies and procedures; may prepare communications such as memorandums, emails, and other correspondence; and assists in special projects at the request of the Business Services Manager.
15%	The incumbent assists with conducting physical inventories of the quantities of stock on hand, back-fills stock shelves when stock becomes low or during heavy use periods in the year; and assists with processing requests for supplies and the distribution and delivery of supplies to various units; and checks incoming materials against invoices or bills of lading to verify items and quantities received.
10%	Perform other duties as required, including, but not limited to the following: Assists with room set-up for DOF Training. Assists with loading and unloading trucks; move shipments of paper to storage areas; and transport materials to specified areas either by hand or pick-up truck. May be required to move supplies, equipment, or furniture not to exceed 50 pounds per person.

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess the following knowledge:

- Elementary 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**	