State Treasurer's Office

POSITION DUTY STATEMENT

STO 1000 (Rev 11/2025)

DIVISION OR BCA					POSITION NUMBER (Agency-Unit-Class-Serial)	Position ID
Executive Office					820-100-4870-900	10670
UNIT					CLASSIFICATION TITLE	
					Student Assistant	
TIME BASE / TENURE	CBID	WWG	COI	MCR	WORKING TITLE	
Part Time/Temporary	E	2	Yes ☐ No ☒	1		
LOCATION					INCUMBENT	EFFECTIVE DATE
Sacramento						

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 Executive Office staff and in a learner capacity, the Student Assistant will assist the External Affairs Unit and other Executive Office staff with core duties related to office administration, event planning, research, compiling and organizing information, and updating databases.

% 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.
30%	Provide the External Affairs Unit with administrative support related to stakeholder outreach efforts, including but not limited to the production of marketing materials, event planning, and maintenance of databases and RSVP lists.
30%	Research related to External Affairs staff's stakeholder outreach, event planning, certificate of honor preparation, and contact tracking.
20%	Provide support in the production of the monthly newsletter.
15%	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.
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:

- *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