Classification: Executive Assistant

Working Title: Executive Assistant

Position Number: 358-400-1728-001

Division/Unit: 400/Deputy Directors Office

Assigned Headquarters: Headquarters/Sacramento

Position Eligible for Telework (Yes/No)**: Yes**

Job Description Summary

Under the direction of the Assistant Deputy Director, Security/Law Enforcement Division (SLED), the Executive Assistant provides administrative assistance and secretarial support to the Deputy Director, Assistant Deputy Director and Chief of Field Operations and relieves them of a wide variety of administrative and office details. The position requires a high degree of independence, a detailed knowledge of procedures pertaining to civil service employees in general, and specifically to the employees of the California State Lottery. It also requires an ability to communicate effectively, analyze situations accurately and take effective action. Responsibilities include the following:

Job Description

30% Essential – Provide secretarial and administrative support and staff assistance on sensitive program issues to the Deputy Director, Security/Law Enforcement Division, Assistant Deputy Director and Chief of Field Investigations: proofread memoranda, letters, and miscellaneous documents; maintain calendars, arrange meetings and schedule appointments; screen a variety of visitors and telephone calls, and where appropriate, refer to other staff members or personally provide authoritative information on established programs and policies; develop and maintain a correspondence control log of work assigned by the above managers and follow up as necessary to ensure due dates are met; maintain Deputy Director's files including those that are sensitive and highly confidential; review all Division correspondence prepared for the signature of the Deputy Director, Assistant Deputy Director and the Chief; ensure that replies are submitted on a timely basis and information contained therein is accurate and complies with established policy and standards for quality of work. Utilize Spanish bilingual skills when required to translate phone calls and correspondence received by the Deputy Director and administration of SLED; when needed, provide translation of the phone calls received via 1-800-Lottery line; assist division's investigative staff with translations needed for special and field investigations. Provide Spanish translation services Lottery-wide upon request.

20% Essential – Relieve Deputy Director, Assistant Deputy Director and Chief of Field Investigations of administrative details: follow up on projects and requests assigned to program; review materials submitted by program for format, content and grammar; compile reports that require general knowledge of the California State Lottery and specific knowledge of SLED operations, either independently or with minimal instruction; perform administrative assignments independently and with minimum supervision; effectively interact with law

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enforcement staff and other Lottery personnel at the management level, both on the telephone and in person; communicate effectively.

15% Essential - Maintain the mileage log and track Division vehicle assignments; compile and route monthly Vehicle Mileage Log Report to the Business Services Section; process and route Division's monthly Visa CalCards statements to the Contract and Procurement Services Section. Maintain the Security Calendar for all SLED Division on a daily basis; order business cards for sworn and non-sworn employees as needed; do the Monthly Overtime Report and update the SLED Phone List as needed.

10% Essential – Act as attendance clerk for the Division in its entirety; act as liaison between Security/Law Enforcement Division employees and Human Resources Division on issues such as benefits and attendance questions. Provides management team with confidential LAB reports. Maintains and references the division calendar to review submitted timesheets for accuracy.

10% Essential – Coordinate and act as liaison between Security/Law Enforcement staff, Procurement staff and vendors on a wide variety of procurement issues. Order and ensure necessary office supplies are available for Division use.

10% Essential –Serve as project manager for the Deputy Director in tracking status of SLED projects in Microsoft Project as assigned to SLED staff.

5% Marginal – Review and oversee disbursement of all Division incoming mail. Perform other duties as required.

Scope and Impact

a. Consequence of Error: Failure to use good judgement in handling sensitive and confidential material could result in information being lost and/or released to unauthorized persons in violation of the Governmental Code.
b. Administrative Responsibility: The Executive Assistant provides support for the Assistant Deputy Director of SLED and is responsible for many of the routine administrative functions on behalf of the SLED Assistant Deputy Director. This position requires a high degree of independence and is expected to maintain a detailed knowledge of Lottery/SLED activities as well as knowledge of activities under the SLED Deputy Director and policies in relation to the activities. In addition, the Executive Assistant shall adhere to the laws, rules, policies, and procedures pertaining to civil service employees in general, and specifically to the employees of the California Lottery.
c. Supervision Exercised and Received: Receives direction from the Assistant Deputy Director of Security/Law Enforcement Division. The incumbent is required to function with minimal supervision and is held responsible for decisions made. This position does not exercise supervision.
d. Personal Contacts: The Executive Assistant has daily contact with all levels of management, as well as representatives from other State agencies, legislators, allied law enforcement executives and the general public.

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Physical and Environmental Demands

N/A

Working Conditions and Requirements

a. Schedule: Monday – Friday 8:00-5:00PM
b. Travel: N/A
c. Other: The Executive Assistant must have excellent interpersonal communication skills and be flexible to changing work priorities.

Effective Date: 10/21/2026

NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature	Printed Name	Date

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature	Printed Name	Date

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Duty Statement Instructions (Rev. 04/2023)

NOTE: After inserting the text/information into the duty statement, remove all "Insert Text" or "Insert Text to describe the following" prompts.

Classification: Enter the legal class title of the position (e.g., Office Technician (Typing), Staff Services Analyst, District Sales Representative, etc.).

Working Title: Enter the working title of the position if different from the legal class title.

Position Number: Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: [358-031-5157-001]).

Division/Unit: Enter the Division/Unit name where the position resides in the Lottery organization.

Assigned Headquarters: Enter the physical work location where the employee will work (e.g., Sacramento Headquarters, Fresno District Office (Fresno DO), Northern Distribution Center, etc.).

Position Eligible for Telework (Yes/No):

Job Description Summary: Briefly describe the overall purpose of the position, the degree of supervision received, and any supervision exercised. Should not exceed 4 sentences. Example: Under the supervision of the Staff Services Manager I, the incumbent is responsible for …ADD THE SUMMARY OF DUTIES TO BE PERFORMED.

NOTE: To determine the level of supervision received (e.g., under direct supervision, direction, etc.), refer to the class specification or contact your C&P, Examinations Analyst.

Job Description: This will consist of 'Essential (E)' duties and 'Marginal (M)' duties (if applicable). Enter the percentage of time the incumbent will spend performing each group of essential and marginal functions (Example: A duty that is regarded as 5% is equivalent to approximately 2 hours of work per week OR 8 hours (one day) of work per month). **NOTE:** Percentages must be in descending order with the largest percentage of duties at the top. Percentages must not be less than 5% of time. Total of all percentages must equal 100%.

- Essential Functions – these duties are why the position exists. The employee must be able to perform the essential duties of the position with or without a reasonable accommodation. Ensure the duties assigned to the position are appropriate for the classification and group similar tasks together. Explain **WHAT** the task or duty is to be performed, **WHY** the task is being **WHAT GOAL** is being achieved, and **WHERE/WHEN** is the task done if relevant to the working conditions of the job.

➢ Example: **WHAT:** Meet with retailers **WHERE/WHEN:** monthly in the field at the retailer's place of business **WHY**: to determine Lottery Scratcher needs **WHAT GOAL:** and ensure supply/demand needs are met.

NOTE: Spell out acronyms. Typically, acronyms are created by a department for division/unit names or other works that are used frequently within the department. These acronyms are not well known throughout all departments within the State of CA or the public. Job applicants and/or new employees will not be familiar with these acronyms or understand their meaning, therefore, acronyms should be spelled out in duty statements (and Job bulletins).

- Marginal Functions – These are additional duties that are incidental or a minimum part of the job. These duties can be redistributed among other staff. Additionally, if you list 'Other duties as assigned', you must indicate what the other duties might entail (e.g., other duties assigned such as assisting other staff as needed, or assist with special projects as assigned, etc.) This percentage must be included in all percentages which in total cannot exceed 100%. **NOTE:** Marginal Functions should be no more than 5%.

Scope and Impact: Describe the following:

a. Consequences of Error: (Describe consequences to the department, division, etc., if the person did not perform the duties of the position.)
b. Administrative Responsibility: (Describe incumbent's role, such as activities related to personnel, training, business operations, etc.)
c. Supervision Exercised and Received: (Describe position that supervises the incumbent and classifications the incumbent supervises, or if not a supervisory classification, add 'This position does not supervise others.')
d. Internal Personal Contacts: (List frequent internal contacts to perform their duties such as, executive staff, Lottery managers and supervisors, other Lottery division staff, etc.)

Physical and Environmental Demands:
N/A

Working Conditions and Requirements: Describe the following:

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a. Schedule:
b. Travel:
c. Other:

Effective Date: Enter the effective date of the duty statement (employee appointment date).

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