State Treasurer's Office

POSITION DUTY STATEMENT

STO 1000 (Rev 11/2025)

DIVISION OR BCA					POSITION NUMBER (Agency-Unit-Class-Serial)	Position ID
California Tax Credit Allocation Committee (CTCAC)					342-001-1139-007	4556
UNIT					CLASSIFICATION TITLE	
Compliance Section					Office Technician (Typing)	
TIME BASE / TENURE	CBID	WWG	COI	MCR	WORKING TITLE	
Full Time/Permanent	R04	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 California Tax Credit Allocation Committee (CTCAC) was established first by gubernatorial proclamation in February 1987, and later by enactment of law in 1987. The Committee administers the federal Low Income Housing Tax Credit program authorized by Congress in 1986 to encourage the production of affordable rental housing. The Committee also oversees the State Tax Credit program which works in tandem with the federal program.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Compliance Section Chief (Supervisor II), with the California Tax Credit Allocation Committee (Committee); the incumbent provides clerical and administrative support for the California Tax Credit Allocation Committee (CTCAC) and the California Debt Limit Allocation Committee (CDLAC). This position performs clerical duties involving public contact.

% 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%	Draft, type, edit, track, maintain, and process documents, including, but not limited to, memoranda, staff reports, resolutions, letters, agendas, invoices, tax forms to the Internal Revenue Service (IRS) and Franchise Tax Board (FTB), Annual Owner Certification (AOC) packages, and other information or documentation; process and track incoming checks, electronic payments, refunds, and invoices received. Utilize personal computer software, including Microsoft Outlook, Word, Excel, Adobe and SQL database to draft, type, edit and maintain reports, spreadsheets, memoranda, and monitor Outlook email inboxes; type and edit correspondence prepared by staff.
30%	Assist in researching, making follow-up phone calls, and entering and tracking data into SQL database, spreadsheets and other documents; prepare documents for scanning, scanning documents or uploading electronic documents into Knowledge Lake or Sharepoint virtual files/folders; assist with the CTCAC/CDLAC meetings and preparation of meeting documents, meetings with CTCAC/CDLAC staff, government agencies, stakeholders, the general public, and others.; oversee records management in processing documents for delivery to State Archives; file or scan correspondence and information, and track required submitted forms.
25%	Tactfully answer and screen incoming front desk telephone calls; mail, email, copy, scan, fax documents; respond to basic general information relating to CTCAC/CDLAC; process incoming and outgoing mail or correspondence and distribute to appropriate staff; answer inquiries of a sensitive nature that require knowledge of CTCAC/CDLAC policies and procedures; independently prepare, draft, type and edit written, verbal and electronic correspondence to government agencies, stakeholders, the general public, and others concerning scheduled meetings, agendas, project applicant and award lists, agency mailing list, and other agency documents; exercise discretion when dealing with sensitive and confidential information.
15%	Monitor supplies and equipment, prepare supply orders, creates requisitions, and process equipment/services requests using STO forms and Fi$Cal; process incoming requests for general public review of project files and assist with Public Records Act (PRA) requests; schedule meetings and reserve conference rooms for meetings with internal staff and outside parties; log and track outgoing correspondence or documents and maintain chronological record and produce reports of outstanding correspondence or documents; update and maintain the administrative staff office procedures manual; process workshop registrations, track using Excel

	spreadsheets, independently respond to phone calls related to workshop registration, mail or email confirmation and material to registered attendees, prepare registration lists, and print certifications; assist with research and correspondence with sister housing agencies, other governmental agencies owners, developers, and property management companies; prepare travel reimbursements; process travel expense claims; track staff attendance, prepare monthly time and attendance reporting to STO Administrative Office; assist other clerical staff when necessitated by workload; 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