

EMPLOYMENT OPPORTUNITY BULLETIN



STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814
www.dof.ca.gov

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

Are you looking for a position in a fast-paced, prestigious organization with great potential for personal development and career advancement? Would you find working with the top management in State Government and with the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in such areas as budgeting, accounting and auditing, information technology, economic and population research, and general administration.

Look no further, apply today!

Administrative Assistant I/II (Permanent/Full Time) (Designated E-98)

SALARY RANGE:

Administrative Assistant I
\$3824 - 4788

Administrative Assistant II
\$4600 - 5758

FINAL FILING DATE:

Until Filled

QUESTIONS ABOUT THE JOB:

(916) 445-3274
(916) 324-6547 *TDD

SEND APPLICATION TO:

Department of Finance
Human Resources Office
915 L Street, Suite 1235
Sacramento, CA 95814

WHO MAY APPLY:

Current state employees with transfer eligibility, individuals who have list eligibility, or eligible for a Training and Development assignment. Please indicate the basis of your eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligible) in the Explanation box of the application. For more information on Minimum Qualifications, please visit the California Department of Human Resources (CalHR) website:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>

POSITION DESCRIPTION:

Under the general direction of the Director; Chief Deputy Director, Budgets; Chief Operating Officer; and the Chief Counsel; the Administrative Assistant I/II exercises wide latitude in performing moderately difficult and responsible administrative detail work; relieves the executive staff of a wide variety of administrative tasks; performs research and prepares reports on which decisions or recommendations may be based. On behalf of the executive staff develops cooperative relationships with, and serves as a liaison to the Governor's Office, State agencies, Constitutional Officers, the Legislature, and other private/public entities and individuals.

DESIRABLE QUALIFICATIONS:

- ✓ Ability to plan, organize, and prioritize sensitive workload in a changing and complex environment.
- ✓ Experience in reviewing, evaluating, and editing documents to produce quality error free work products.
- ✓ Experience meeting strict deadlines under pressure with accuracy.
- ✓ General knowledge of the legislative and budget process.
- ✓ Demonstrated ability to quickly learn administrative processes.
- ✓ Experience providing support to professionals including arranging meetings, travel and other administrative functions.
- ✓ Experience in reading sensitive or confidential materials to assess its importance and disposition.
- ✓ Dependability, flexibility, reliability, patience, poise, and tact.
- ✓ Good independent judgment, initiative, and creativity.
- ✓ Service oriented with strong interpersonal skills,

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HOW TO APPLY:

To be considered, applicants must submit a State of California application (Examination and/or Employment Application, Std. 678), to the Department of Finance, Human Resources Office.

In order to be considered for this position you must submit a Statement of Qualifications (SOQ) with your application. The SOQ is a narrative discussion that identifies how your education, training, experience, and skills correlate to the identified desirable qualifications for this position. Please include specific examples and limit your SOQ to two pages in length with a font size no smaller than 11 pt. NOTE: Resumes will not be accepted in lieu of the SOQ.

Applications will be screened and only the most qualified will be scheduled for interviews. All appointments are subject to applicable personnel rules.

You may obtain an official state application (STD 678) on the CalHR website at:

<https://jobs.ca.gov/pdf/std678.pdfh>

including the ability to gain confidence and cooperation of others in order to establish and maintain good working relationships.

- ✓ Ability to communicate effectively in order to exchange information and/or provide direction to staff and others.
- ✓ Ability to supervise/lead clerical staff and coordinate the work of others.
- ✓ Expertise with Microsoft Office Suite.
- ✓ Willingness to work occasionally overtime on short notice.