

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:

October 19, 2016 or 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:

Administrative professionals outside of civil service can seek an appointed position by the State of California (exempt). Current state employees with transfer eligibility, individuals who have eligibility on Finance's promotional list or are eligible for a Training and Development assignment. Please indicate the basis of your eligibility (i.e. exempt, 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)

POSITION DESCRIPTION:

The position is the assistant to the Director of Finance and works in the Capitol Office. The incumbent performs varied administrative duties requiring a high degree of responsibility, independent action and initiative to ensure the efficient and effective operation of the executive office. The Administrative I/II assists and advises the Director; Chief Deputy Director, Policy; and Deputy Director, External Affairs and relieves him/her of administrative detail work. The incumbent maintains the extensive appointment calendars of the executives; arranges travel itineraries and prepares in-state and out-of-state travel claims; researches and interprets department policies for the executive office; assists and directs a variety of visitors and callers; and performs a wide variety of other administrative work. The incumbent also acts on behalf of the executive staff to develop and maintain 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 work under pressure, execute sound judgment, and exercise a high degree of confidentiality, independence and initiative in performing a variety of tasks.
- ✓ Ability to analyze and provide background information on sensitive issues, meetings, and speaking engagements of the Director, Chief Deputy Director, Policy and Deputy Director, External Affairs.
- ✓ Service oriented with strong interpersonal skills, including the ability to gain confidence and

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Issue Date: 10/5/2016

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

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. The state application can be found [here](#).

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 can 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.

cooperation of others in order to establish and maintain good working relationships.

- ✓ Experience providing support to professionals including arranging meetings, travel and other administrative functions.
- ✓ Experience in working with the public, and high-level elected officials.
- ✓ Display discretion, tact, poise and diplomacy in dealing with a wide variety of people and inquiries.
- ✓ Demonstrated ability to quickly learn administrative processes.
- ✓ Ability to supervise/lead clerical staff and coordinate the work of others.
- ✓ General knowledge of the legislative and budget process.
- ✓ Excellent attendance, punctuality, dependability and telephone etiquette.
- ✓ Excellent writing and verbal communication skills.
- ✓ Expertise with Microsoft Office Suite.
- ✓ Willingness to work occasional overtime on short notice.