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. 

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Executive SECRETARY I (Permanent/Full Time) (C04)

OFFICE TECHNICIAN (Typing) may be considered for recruitment purposes (E97)

**POSITION DESCRIPTION:** Under the direction of the Assistant Program Budget Manager (CEA B) for the Capital Outlay Unit and with functional guidance from the Resources, Environment, Energy and Capital Outlay (RECO) Executive Assistant, this position is responsible for all secretarial and routine administrative duties related to the State Public Works Board (PWB) and assist with Legislation. This position is responsible for the efficient functioning of PWB, members of which are the Director of Finance, Director of the Department of Transportation and Director of General Services. The position is also one of two responsible for providing support services to the efficient functioning of the RECO Unit and also backs up the Executive Assistant to the Program Budget Manager. Incumbent may be required to work overtime on short notice during peak work periods.

**SCREENING CRITERIA:**

- Ability to follow instructions, work under pressure to meet deadlines, and adapt to changing priorities
- Ability to maintain regular, consistent and predictable attendance
- Ability to communicate effectively
- Ability to develop and maintain effective and cooperative working relationships

**DESIRABLE QUALIFICATIONS:**

- Above average knowledge of office methods and procedures
- Ability proof and compose correspondence
- Ability to be accurate and thorough
- Possess typing skills commensurate with the classification
- Ability to exercise a high degree of initiative, work as part of team, and demonstrate tact and good judgment

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California relay (telephone) service for the deaf and hearing impaired, From TDD* phones: (800) 735-2929, From Voice phones: (800) 735-2922
*TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.

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