Job Opportunity

State Controller's Office

Position:	Office Assistant (General/Typing)	Statewide

Location:	Administration and Disbursements Division 300 Capitol Mall, Suite 1508, Sacramento, CA 95814

Issue Date: June 3, 2004

Final Filing Date: Until Filled

Contact/Telephone:
Lilian Y. Lee, (916) 324-9743

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer, promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply. All appointments are subject to the State Hiring Freeze.

California Relay Service: 1-800-735-2929

Position Number(s): (G) 051-120-1441-XXX
(T) 051-120-1379-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With the direct supervision of the Business Services Manager II (SSM II), the Office Assistant position is responsible for providing clerical support for the Business Services Office and Special Projects. Specific duties include but will not be limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Responsible for answering Business Services Office multi-line telephone, handling or routing customer services calls; general receptionist desk, clerical and filing support duties. Open, date and time stamp and distribute incoming mail. Prepare procurement orders and maintain general office supplies for the office.
- Order office supplies, as needed for BSO and Special Projects staff. Maintain copiers, fax machines, and any other office machines and initiate service calls.
- Type correspondence, memoranda, forms, invoice, and other documents generated by the SSM II and staff within the office in accordance with SCO's Correspondence Style and Format Guide.
- Schedule meetings, conferences, and travel arrangements for SSM II, the Business Services Office staff and Special Projects staff. Assist with meeting preparation and materials.
- Assist the Special Projects staff with the following activities regarding the SCO Learning Center: maintain materials on shelves; receive, stock, label, and shelve materials in an organized and orderly

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manner; process requests for resource materials from customers; check out, renew materials and distribute reminders for customers if overdue.

- Prepare and process procurement and cal-card documents in accordance with procurement policies, procedures, and regulations. Research vendors for furniture options, service options, etc.
- Maintain various BSO tracking logs.
- May oversee Student Assistant activities.

Desirable Qualifications

- Willing to learn new tasks.
- Ability to use good judgement and tact when dealing with the public and SCO employees.
- Dependable, reliable and have the desire to work well in a group setting.
- Experience with multi-line phones, fax machines, copy machines and etc.
- Experience working with a personal computer containing Microsoft Office and familiarity with internet access protocol.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office
Administration and Disbursements Division
300 Capitol Mall, Suite 619
Sacramento, CA 95814

Attn: Denise Cruz