Job Opportunity

State Controller's Office

Position:	Student Assistant (25 hours/week)	Statewide

Location:	Personnel/Payroll Services Division 300 Capitol Mall, 10th Floor, Sacramento, CA 95814

Issue Date: November 14, 2005

Final Filing Date: Until Filled

Contact/Telephone:
Todd Soto, (916) 322-8053

Who May Apply: Students who are currently enrolled in a minimum of six units of college courses. Must submit proof of enrollment from appropriate college or university.

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-4870-930

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

Scope of the Position:

Under the close supervision of the Unit Manager, a Staff Services Manager I, the student will assist in the performance of technical and/or professional level assignments. Duties include but are not limited to the following:

Duties and Responsibilities:

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

- Apply appropriate rules and guidelines governing the unit's operations and become familiar with the other units, sections and bureaus within the division, and their areas of responsibility.
- Receive and direct inquires from state personnel office employees, the public and/or private sector concerning personnel/payroll information.
- Review documents routed to the division; evaluate for completion and forward to the appropriate staff for further processing and /or analysis.
- Support and/or secure warrants and direct deposit advice notices. Follow established procedures used to identify division employees prior to distributing warrants and other sensitive or confidential information.
- Access an information database containing more than 265,000 entries for the purposes of locating state employees, and providing information to other state departments and private companies.

The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.

Desirable Qualifications:

- Willing to learn new tasks and accept constructive criticism.
- Able to use good judgment and tact when dealing with the public and SCO employees.
- Dependable, reliable, punctual and able to work well in a small group setting.
- Experience working with a personal computer and Microsoft Office Suite (including Outlook, Word, Excel and Access.)
- Experience with various office machines including multi-line phones, fax machines, 10-key calculators and photocopiers.
- Appropriate field of study, i.e., Business Administration, Public Management or Human Resources Management, is required to be considered for this position.

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
Personnel/Payroll Services Division
300 Captol Mall, 10th floor
Sacramento, CA 95814

Attn: Todd Soto