



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: EXECUTIVE ASSISTANT

TENURE: LIMITED TERM

TIME BASE: FULL TIME

Required Work Hours are 8-5 M-F

SALARY: \$3,576 - \$4,475

LOCATION: PUBLIC ADVISOR'S OFFICE

FINAL FILING DATE: UNTIL FILLED

Under the directions of the Public Advisor, the Executive Assistant performs a variety of administrative, analytical and secretarial tasks, acting independently and taking appropriate action on matters relating to the overall operation of the office. Other duties emphasize coordinating the activities of the Public Advisor and assisting the Public Adviser in resolving sensitive issues and establishing office procedures.

DUTIES AND RESPONSIBILITIES:

- Research, analyze and provide supporting information regarding California Energy Commission (Commission) programs, issues, policies and procedures in response to inquiries from the public and assignments from the Public Adviser.
- Analyze Commission Public Notices and Agenda items to determine which items need services from the Public Adviser's office to facilitate public participation, makes sure the Public Notice is mailed to the appropriate mail list and the deadline is met.
- Prepare and/or direct draft correspondence for the Public Adviser.
- Gather information for preparation for meeting with the public and researches issues prior to, or resulting from, these meetings and assures that materials issued by the office of the Public Adviser adequately address the issues.
- Maintain Public Adviser's calendar, review incoming mail and routes appropriately, review/process correspondence and materials from Dockets.
- Develop and maintain office/project files to facilitate public inquiry

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DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Excellent attendance, punctuality, and dependability.
- Ability to work independently and under pressure effectively.
- Good organizational skills.
- Excellent interpersonal skills.
- Proficiency on the personal computer and familiarity with Microsoft Word, Excel, PowerPoint and Access.
- Ability to coordinate interdisciplinary projects.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678.

PLEASE NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #130-223
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-3962

personnelservices@energy.ca.gov

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922