



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: **Administrative Assistant II**
(may downgrade to Administrative Assistant I or Executive Assistant)

TENURE: **Permanent**

TIME BASE: **Full Time**

SALARY: **Administrative Assistant II \$4,738 - \$5,931**
Administrative Assistant I \$3,939 - \$4,932
Executive Assistant \$3,541 - \$4,432

LOCATION: **Executive Office**

FINAL FILING DATE: **Until Filled**

JOB Posting updated to amend final filing date to Until Filled. If you have previously applied, there is no need to re-apply.

DUTIES/RESPONSIBILITIES:

Within the Energy Commission's Executive Office, the incumbent provides administrative and secretarial support for the Executive Director and Chief Deputy Director, with wide latitude for independent action, the Administrative Assistant II performs responsible administrative detail work. The incumbent will independently take action based on limited instructions, identifying significant administrative issues and problems and recommends action to the Executive Director. The incumbent works cooperatively with Executive staff, Commissioner's Offices, Governor's Office and legislative staff.

The incumbent performs varied and complex administrative duties including:

- Manage the complicated and dynamic schedules of the Executive Director and Chief Deputy Director
- Gather and summarize data and develop reports and various information requests for the Executive Director and Chief Deputy Director
- Research and secure information to respond to difficult, sensitive telephone inquiries and correspondence directed to the Commission and Executive Director
- Serve as primary communication link for the numerous requests for meetings with the Executive Director and Chief Deputy Director
- Manage a variety of critical and time-sensitive projects on behalf of the Executive Director and Chief Deputy Director
- Arrange travel itineraries and prepare in-state and out-of-state travel claims for the Executive Office

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Experience and advanced skills in Outlook, and intermediate-to-advanced skills in Microsoft Word, Excel, and PowerPoint
- Excellent attendance, punctuality, dependability and telephone etiquette
Ability to work independently and under pressure effectively
- Excellent organizational and prioritizing skills **(Cont'd.)**

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(Cont'd.)

- Proficiency in spelling, grammar, editing, and proofreading
- Ability to handle sensitive and confidential assignments with tact, discretion, and diplomacy
- Ability to work cooperatively and professionally with diverse staff and outside stakeholder

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.

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

SUBMIT APPLICATIONS TO:

California Energy Commission
Personnel Services Office
Attn: RPA #150-382
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-3962

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

personnelservices@energy.ca.gov