

JOB OPPORTUNITY BULLETIN

CLASSIFICATION: ADMINISTRATIVE ASSISTANT I
(will consider an Executive Assistant)

TENURE: PERMANENT

TIME BASE: FULL-TIME

SALARY: ADMINISTRATIVE ASSISTANT \$4,136 - \$5,179
EXECUTIVE ASSISTANT \$3,719 - \$4,654

LOCATION: COMMISSIONER'S OFFICE

FINAL FILING DATE: December 14, 2018

DUTIES/RESPONSIBILITIES: Under the direction of the Commissioner, with wide latitude for independent action, the Administrative Assistant I performs responsible administrative detail work. The Administrative Assistant I will independently take action based on limited instructions, identifying significant administrative issues and problems, and recommend action to the Commissioner. Other duties emphasize coordinating the activities of the Commissioner and advisors, scheduling meetings and travel, assisting the Commissioner in resolving sensitive issues and establishing office procedures. The incumbent works cooperatively and tactfully with Governor's Office, legislative staff, other Commissioners, Executive staff, as well as other state, federal and municipal agencies and departments.

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Excellent organizational skills and ability to prioritize and schedule work effectively.
- Ability to follow oral and/or written instructions.
- Ability to accurately analyze and evaluate problems and situations and then take effective action.
- Ability to work independently under pressure and time constraints while effectively handling changing priorities.
- Ability to work cooperatively and professionally with a variety of people and diverse technical staff.
- Ability to communicate ideas and thoughts effectively, both orally and in writing.
- Ability to handle sensitive and confidential assignments with tact, discretion and diplomacy.
- Ability to utilize interpersonal skills to establish and maintain a positive work environment and cooperative working relationships.
- Excellent attendance, punctuality, dependability and telephone etiquette.
- Proficiency in spelling, grammar and proofreading.
- Accurate typing at a speed of at least 45 words per minute.
- Experience and intermediate to advanced skills with, Microsoft Word, Microsoft Excel, Microsoft Access

WHO MAY APPLY: Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature to the contact/address listed below. Electronic applications will be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #105-xxx and Position #535-105-5361-020 in the "Explanation Section" of the STD 678.** Resumes are welcomed but do not take the place of the completed State Application STD 678. Applications will be screened for experience and only the most qualified will be contacted for an interview.

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NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.

SUBMIT APPLICATIONS TO:

California Energy Commission
Personnel Services Office
Attn: RPA #105-151
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

