



CLASSIFICATION: EXECUTIVE ASSISTANT

TENURE/TIME BASE: Permanent/Full Time

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

LOCATION: Energy Assessments Division, Administration
Sacramento

FINAL FILING DATE: Until Filled

The Energy Assessments Division (EAD) consists of a multi-disciplinary staff of economists, engineers, and scientists responsible for developing methodologies, models, and data for analyzing energy supply and demand. EAD's Administration seeks a highly motivated individual to serve as the division's Executive Assistant.

DUTIES/RESPONSIBILITIES: Under the direction of the Deputy Director, Energy Assessments Division, the Executive Assistant performs a variety administrative, analytical, data gathering, and secretarial functions requiring initiative, independence, discretion, knowledge of Commission policies and procedures, and a thorough knowledge of appropriate secretarial and administrative practices. This position requires consistent display of tact and independent judgment in performing assignments relevant to the projects and programs assigned to the Energy Assessments Division.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- 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, and Visio.

(over)

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA/SURPLUS/ REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #800-211 and Position #800-1728-001 in the “Explanation Section” of the STD. 678.**

***Please Note:** Possession of the minimum qualifications will be verified prior to the 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.*

SUBMIT APPLICATIONS TO:

Personnel Services Office
ATTN: RPA #800-211
1516 9th Street, MS-3
Sacramento, CA 95814

View full Duty Statement:
<http://www.energy.ca.gov/careers/jobs.html>

For additional questions regarding this recruitment, you may contact (916) 654-4305 or email personnelservices@energy.ca.gov.

California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922