



Administrative Assistant I

Confidential Position

Will consider Executive Assistant (EA)

We're looking for energetic, creative, and talented employees to join our dynamic organization. We are a results-driven sales and marketing organization that contributes over \$1 billion to public education every year. If you are looking for an opportunity to make a difference and you are motivated to use your knowledge and experience to build a challenging and satisfying career – look no further! The Lottery strives to create a work environment that supports the growth and development of its employees and recognizes the contribution of each individual. We also offer a variety of development opportunities for our staff, on-site security, on-site restaurants, Golden One ATM, and free parking. What are you waiting for? Apply today!

Salary

\$4,097 - \$5,129 AA-I
\$3,683 - \$4,609 EA

Final Filing Date

January 18th, 2018

Applications postmarked after the Final Filing Date will not be accepted.

Position Number

358-110-5361-910 AA-I
358-110-1728-XXX EA

Reference the above position number in the “Job Title” section of the State application STD. 678.

Questions About the Job

careers@calottery.com

Position Location

Executive Division
Director’s Office
700 North 10th St.
Sacramento, CA 95811

Send Application To

California State Lottery
Attn: HR (**JC-94896**)
700 North 10th St. (MS6-5)
Sacramento, CA 95811

Who Should Apply

Applicants with current list eligibility for appointment to this classification, be a current State employee with transfer eligibility, currently in an Administrative Assistant-I classification, or has Training and Development eligibility. Applications will be screened for eligibility and only those that best meet the requirements of the position will be considered. Appointment is subject to SROA/Surplus provisions.

Duties

Under the direction of the Chief Deputy Director (CDD), the Administrative Assistant I, independently provides assistance on sensitive departmental and program issues; provides administrative assistance and secretarial support to the CDD, Business Planning Unit, and Chief Enterprise Risk Officer: completes assignments as delegated; and is adaptable to changing priorities and evolving deadlines.

Duties include, but are not limited to:

- Conduct research and analysis on a variety of special projects
- Prepare reports and assist CDD in responding to various sensitive or controversial issues
- Respond to inquiries on behalf of the CDD from the Governor’s Office, the legislature, Lottery retailers, and other contacts
- Setting and prioritizing the CDD’s appointment and meeting schedule
- Research information and provide assistance in preparation for meetings, seminars and discussion groups
- Coordinates and prepares travel arrangements including travel advances and travel claims
- Review and prioritize incoming mail, determine level of importance and submits with appropriate background material
- Prepare attendance reporting documents
- Requisition office supplies for the Executive Office and other Executive Division Units,
- Prepares confidential and sensitive issue memorandums and reports for the CDD to the Governor’s Office
- Develop briefing materials for meetings between CDD’s and Governor’s Office, members of the legislature and other organizations or individuals
- Conducts research and analysis for special projects
- Provide additional support to the Business Planning Unit, the Chief of Enterprise Risk Officer and the EEO Office.

Desirable Qualifications

Competitive applicants applying for this position will have:

- Excellent written and verbal communication skills
- Excellent interpersonal and organizational skills
- Demonstrated ability to handle multiple projects simultaneously, prioritize, and meet deadlines
- Able to use tact and be discrete working with confidential and sensitive information
- Bilingual skills are desirable but not required

Equal Opportunity Employer: The State of California is an equal opportunity employer to all regardless of age, ancestry, color, disability (mental & physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

Background Investigation: The California State Lottery Act provides that no person may be hired as an employee of the Commission if that person has been convicted of a felony or any gambling related offense. A background check will be required.