

ANNOUNCEMENT NUMBER: OST17-0005

OPEN: March 14, 2017

CLOSE: March 28, 2017 at 11:59 PM

LOCATION: Salem, Oregon

**Executive Support Specialist 2 (Executive Assistant)
Salary Range of \$2874 - \$4114 per Month Depending
on Experience**

GENERAL INFORMATION

OST is led by the State Treasurer, a constitutional officer and statewide elected official. The Treasurer serves as the chief financial officer for the state and is responsible for the prudent financial management of state money. The Treasurer serves a four-year term, and, if reelected, may hold the position for two terms. The current State Treasurer is Tobias Read, who was sworn into office in January 2017.

OST has developed into a highly sophisticated organization with a wide range of financial responsibilities, including managing the state's pension fund, issuing all state debt, and serving as the central bank for state agencies. OST manages the daily investment of nearly \$90 billion in assets, held in a diversified investment portfolio of domestic and international equities, fixed income securities, alternative and opportunistic investments, real estate and cash. OST operates like a business, striving to save taxpayers money by earning the highest risk-adjusted return on funds' investments. The 120+ member OST staff takes great pride in their statewide and national reputation for progressive approaches to service delivery.

This position provides executive support for the Chief Administrative Officer, and programs delivered by the Shared Services Division. The position also supports the Business Services Manager, Organizational Risk and Resiliency Manager, Data Steward, and other management/classified staff in the Shared Services Division, as well as other senior management staff within Treasury. The position assists the Chief Administrative Officer in providing confidential administrative support for Treasury wide management committees. The position also contributes to the accomplishment of the Shared Services Division mission by overseeing and ensuring the timely and accurate completion of a variety of Division clerical projects and providing clerical oversight and coordination of the updating and revising of the Division policies and procedures.

OST offers an attractive benefit package which provides contributions toward Public Employee Benefit Board (PEBB) sponsored individual and family health and dental insurance and term life insurance. Other benefits include participation in the Oregon Public Service Retirement Plan (OPSRP), paid holidays and paid vacation, and both sick and personal leave time. Optional benefits include long- and short-term disability and participation in the Oregon Savings Growth Plan (a deferred compensation plan).

TO QUALIFY

You must have the following to qualify:

One year of experience performing administrative duties in support of agency projects or programs. Qualifying experience would involve data collection and analysis; project evaluation and/or analysis; interpretation and application of laws, rules, and regulations; or similar experience.

DUTIES AND RESPONSIBILITIES

Administrative Support:

Provides administrative support to meet the needs of Shared Services Division managers and staff by:

- updating, editing, and revising of Division Policies and Procedures as may be appropriate and necessary;
- updating, editing, and revising Division web pages and documents to be posted on webpages;
- works with Chief Administrative Officer and management team to develop and track appropriate website information using analytics tools provided by web development team;
- ensuring timely completion of word processing, mailings, budget binders or other budget related materials, etc.;

- typing letters, memos and reports from rough copy or notes to produce final copy;
- scheduling appointments and maintaining calendars for management team, and others as appropriate, and advising of commitments;
- recording proceedings of meetings and summarizing meeting notes, including agency management meetings;
- compiling information for the management team in a variety of areas, as needed, for decision making or research purposes;
- answering multi-line telephone system, providing information, and responding to questions concerning the Shared Services Division;
- provides back-up duties for reception, monitoring office supplies, and travel;
- works with Chief Administrative Officer, and appropriate members of the management team to coordinate the assignment and tracking of Division legislative bill analysis and input;
- opening and reviewing mail: Sorts, distributes and handles as appropriate;
- maintaining filing systems, importantly for Division contracts both manually and online;
- preparing and processing expense reimbursement forms.

Secretarial Support:

- anticipates supervisor's needs by furnishing information required for official reply to correspondence;
- independently researches, locates, assembles, edits and summarizes material, information and data for administrative action;
- maintains written control of materials received, routed, assigned, or disposed of in the agency;
- take and transcribe dictation of confidential or legal information;
- records and transcribes proceedings of meetings and conferences;
- use word processing equipment or personal computer with word processing capabilities;
- maintains supervisor's calendar and advises supervisor of commitments;
- arranges meetings, conferences, seminars, travel, etc. either put on by, or attended by, Division members;
- arranges travel itinerary and accommodations, prepares and submits travel and expenses claims;
- maintains files of correspondence, reports, instructions, guidelines, and similar material requiring rapid retrieval and presentation;
- opens, scans or reads, and distributes mail;
- receives, interviews, and screens callers and visitors;
- provides information, resolves problems, responds to complaints, or routes callers and visitors to appropriate official for action.

Office Management:

- acts as communications link between the administrative superior's office and other Federal, State, local, and private agencies, and the public;
- coordinates work activities between sections within Treasury or between agencies;
- reviews and updates monthly attendance reports for Chief Administrative Officer's staff;
- maintains personnel records, inventory records of supplies, equipment, and materials and orders supplies for immediate office.

Committee Participation

This position participates in divisional and agency- or state-wide task forces and committee's as requested or approved by the Chief Administrative Officer. Participates in professional organizations relevant to shared services, executive support functions, or others as appropriate.

Other Duties as Assigned:

Performs special projects as assigned or approved by Chief Administrative Officer.

Physical and Mental Demands of the Job:

Must be able to deal professionally with all types of people, occasionally angry or hostile.

Must be able to do word processing and/or data entry accurately and timely, occasionally for long periods of time.

Must be able to use calculator accurately.

Must be able to communicate both in writing and verbally.

Must be able to deal with the stress of frequent deadlines.
Must be able to maintain regular attendance.

HOW TO APPLY

Apply using the State of Oregon on-line recruitment system (link below):

[Executive Support Specialist 2 Application](#)

Fill out the entire application including the Supplemental Questions. Also, attach a Cover Letter answering the two questions below. The letter should be submitted as a Microsoft Word document, written in Arial 11 pt. font, addressed to Byron Williams, Chief Administrative Officer for Oregon State Treasury.

How does your experience prepare you for this position?

What are your career goals for the next three years?

This recruitment will be used to fill one current vacancy. This is a SEIU represented position.

Prospective employees are subject to an extensive background check that may include, but not be limited to, validation of all application materials, prior employment and personal references, credit history, driving records, and fingerprint-based state and federal criminal and civil records. Adverse background data may be grounds for immediate disqualification.

Your application materials will be reviewed to determine that you have the education and/or experience required for this position. Notice of results will be sent by e-mail. The timeframe for the notice of results may vary depending on the volume of applications received for this recruitment.

Note: OST does not offer visa sponsorships. Within three days of hire, all applicants will be required to complete the US Department of Justice form I-9, confirming authorization to work in the United States.

OST is an equal opportunity, affirmative action employer committed to a diverse workforce.