



City of Sanger California

THE CITY OF SANGER IS CURRENTLY RECEIVING APPLICATIONS FOR THE POSITION OF:

ADMINISTRATIVE SECRETARY

TO APPLY ONLINE: www.calopps.org

CURRENT SALARY RANGE: \$3,280 - \$3,987 per month

APPLICATIONS MAY BE FILED AT: PERSONNEL DEPARTMENT
SANGER CITY HALL
1700 7TH STREET
SANGER, CALIFORNIA 93657

FILING DEADLINE: Friday, August 18, 2017

EXAMINATION: Written Exam, Oral Board interview,
Performance Exam and/or any combination
thereof.

DEFINITION

Performs a wide variety of complex, responsible, and confidential secretarial duties for an independent office or department; provides information regarding departmental policies and procedures; provides responsible administrative and technical staff assistance to departmental personnel; provides functional and technical supervision to other clerical staff; and other related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbent serves as a confidential secretary for an assigned independent office or department; exercises a considerable degree of initiative, tact, and mature judgment in performance of a wide variety of secretarial duties; and may supervise subordinate personnel. Duties are performed under minimal supervision and require a comprehensive knowledge of city policies and procedures.

This position will be assigned to the Office of the City Manager.

Equal Opportunity Employer

EXAMPLES OF DUTIES

An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned:

- Acts as a confidential secretary for an independent office or department.
- Types a variety of materials including correspondence, reports, memoranda, minutes and statistical charts from rough draft or verbal instructions using a variety of technological resources (computers).
- Gathers information and composes correspondence in reply to various requests, inquiries and questionnaires.
- Answers the telephone and interviews callers, exercising considerable independent judgment in releasing information and referring caller to proper party.
- Coordinates office or department appointments, scheduling, and projects.
- Orders, inventories, and distributes all office or departmental supplies for the department.
- Makes travel and meeting arrangements for administrator of office or department.
- May supervise, assist, assign, evaluate and train support staff.
- Establishes and maintains interrelated filing system.
- Sorts, indexes, records and files a variety of information.
- Operates a variety of office equipment.
- Attends various meetings and prepares necessary reports and/or minutes.
- May collect and compile statistical and financial data and other information into special reports or for preparation of the preliminary budget recommendations.
- Issues, types, distribute, and logs paperwork for office or department supplies and equipment.
- Receives, opens and distributes mail.
- Serves as an information source for city or department policies and procedures.
- Coordinates office or department operational systems and assists in the development of new systems as needed.
- And performs other related duties as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern office practices and procedures including business correspondence, filing, and standard office equipment operation.
- Basic functions, organizations and policies of municipal government.
- Principles of supervision, training and performance evaluations.
- Basic principles of research and report preparations.

Administrative Secretary

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- Correct English usage, spelling, grammar, and statistical calculations.
- Advanced applications of Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher).

Ability to:

- Perform a wide variety of difficult and responsible secretarial and clerical tasks with speed and accuracy.
- Interpret and apply administrative and departmental policies, laws, and rules.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative relationships with officials, employees, and those contacted during the course of work.
- Take responsibility for and independently organize office work schedule, setting and meeting deadlines.
- Take responsibility for compilation, preparation, writing and organization of reports.
- Meet the public tactfully and courteously and furnish a variety of information.
- Operate modern office equipment.
- Type accurately at a rate of at least 40 WPM.
- Represent supervisor at various meetings and engagements.

MINIMUM QUALIFICATIONS

Experience:

- Three years of increasingly responsible secretarial and clerical experience involving frequent public contact and responsibility for the planning, organization, and supervision of office procedures and operations.

Education:

- Equivalent to the completion of the twelfth grade.
- Equivalent to the completion of specialized secretarial and office management courses.

License:

- Possession of an appropriate California operator's license issued by the Department of Motor Vehicles

PHYSICAL DEMANDS

- Ability to work in a standard office environment

SELECTION PROCEDURE

Applications received by the filing date will be reviewed for accuracy, completeness and job-related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process - which may be any combination of written, oral and/or performance exams. Appointment is subject to successfully passing a pre-employment background and criminal history check. Before starting work, applicants must present documentation of their identity, authorization to work in the United States, and California Department of Motor Vehicles driving record. Following appointment, a minimum six-month probationary period is required as the final phase of the selection process.

APPLICATION PROCESS

Applications are available at Personnel Department, City Hall, 1700 7th Street, Sanger, CA 93657 or www.ci.sanger.ca.us. Applications must be complete and received prior to the filing deadline. **POSTMARKS ARE NOT ACCEPTED.**

Resumes will not be accepted in lieu of a completed application. All statements made on the application are subject to verification; false statements will be cause for disqualifications or discharge.

AN EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES & HANDICAPPED INDIVIDUALS ARE
ENCOURAGED TO APPLY

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the City of Sanger Personnel Department.