

COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR:



Executive Secretary

Supplemental Questionnaire Required

Open and Promotional
Job # 22-BJ9-01

Salary: \$5,392 – 6,815 / Month

Closing Date: Monday, June 27, 2022

THE JOB: Under direction, to serve as a secretary to the head of a large department or agency; to relieve management staff of clerical and administrative tasks; to perform difficult responsible clerical support tasks; and to do other work as required. **The eligible list established from this recruitment will be used to fill current vacancy in the Public Works Department and future vacancies during the life of the eligible list.**

THE REQUIREMENTS: Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain such knowledge and abilities would be:

Four years of increasingly responsible clerical experience which would provide the knowledge and abilities listed below.

OR

One year of experience equivalent to a Secretary with the County of Santa Cruz.

Knowledge: Thorough knowledge of office procedures, including preparing correspondence and reports and record keeping systems; business English, vocabulary, spelling, grammar and punctuation; formats for business correspondence and reports. Working knowledge of overall structure and function of County governmental operations. Some knowledge of the application of automated data processing to business office operations; administrative process unique to the County department or agency assigned; principles of administration and management; procedures used in budget preparation and control.

Ability to: Perform varied complex and difficult clerical work involving independent judgment and requiring accuracy and speed; prioritize and schedule work; use sound judgment in making decisions; accurately type and/or utilize word processing or micro computer to produce finished copy which includes technical terminology from rough copy or machine dictation; adjust to work load changes and meet deadlines under pressure; compose and edit correspondence; maintain confidential files and privileged information; set up and maintain complex records and files; develop a thorough knowledge of the roles, organization, policies and procedures of the County department or agency assigned; understand, apply and explain laws, ordinances, policies and procedures; evaluate and resolve potentially sensitive issues through discussion and persuasion in order to gain concurrence and cooperation; establish and maintain an effective working relationship with others; communicate clearly and logically orally and in writing; work independently; operate word processing equipment or micro computer to input, access and print data and reports; operate standard office equipment; train, supervise and evaluate clerical

Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060

Apply online at: www.santacruzcountyjobs.com

EQUAL OPPORTUNITY EMPLOYER

staff may be required for some positions in this class; take and transcribe dictation at 85 words per minute for some positions.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

EXECUTIVE SECRETARY - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Please describe your experience drafting board agenda items, verifying data and preparing reports, and responding to requests for assistance from the public and/or other County offices.
2. Describe your experience and proficiency with Microsoft Office software including Word, PowerPoint, Publisher, and Excel.

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

LIVE Here

WORK Here

PLAY Here