



COUNTY OF CONTRA COSTA
 Department of Human Resources
 651 Pine Street, 2nd Floor,
 Martinez, CA 94553
 (925) 335-1700

<http://agency.governmentjobs.com/contracosta/default.cfm>

INVITES APPLICATIONS FOR THE POSITION OF:

Secretary- Advanced Level
An Equal Opportunity Employer

SALARY

\$23.09 - \$29.56 Hourly
 \$4,001.99 - \$5,122.88 Monthly
 \$48,023.88 - \$61,474.56 Annually

ISSUE DATE: 06/03/19

FINAL FILING DATE: 06/16/19

THE POSITION

Applications will be accepted from June 3, 2019 – June 16, 2019
Bargaining Unit: Local 2700 - General Clerical Unit

Are you interested in pursuing a new opportunity and a career in public service? Contra Costa County is seeking talented and qualified individuals to fill Secretary vacancies in multiple departments throughout the County. Secretary-Advanced is the top working level in the Secretary series. Incumbents in this position are typically well experienced in performing a variety of complex secretarial work of a highly responsible nature, under limited supervision.

The ideal candidate will possess the following:

- Attention to detail and consistency
- Ability to problem solve
- Effective communication skills both in writing and orally
- Demonstrate ethical behavior and ability to work with a variety of individuals
- Adapts easily to varied and changing priorities
- Demonstrate excellent time management skills
- Ability to adapt to changes in the work environment
- Ability to type 40 actual net words per minute
 - Applicants must complete a timed typing test validating the ability to type at least 40 actual net words per minute. To complete the test visit <https://es.eskill.com/es/quiz/?testId=fca5ea7d4fbf0fb9>
 - Test results will be sent to you via email, please attach them to your application.

Read the complete job description at:

<https://www.governmentjobs.com/careers/contracosta/classspecs/3911>

The eligible list established from this recruitment may remain in effect for six (6) months and may be used to fill other clerical positions including:

- Secretary - Journey Level (\$3,466- \$4,778),
- Clerk - Experienced Level (\$3,082- \$3,824)

TENTATIVE EXAM DATES

Tentative Written Exam Open: June 27, 2019
Tentative Oral Panel Interview: July 17-19, 2019

TYPICAL TASKS

- Initiates and proofs correspondence for manager's signature
- Composes draft correspondence, memoranda and other written materials based on knowledge and understanding of departmental activities
- Prepares and assists in the preparation of reports, recommendations and other written material by researching information, compiling and organizing content and performing or coordinating clerical work essential to their preparations
- Develops and prepares or directs the preparation of agenda and notices of meetings and other information for committees, boards and other groups
- Attends meetings and takes detailed minutes for transcription and distribution.
- Develops, maintains, and revises filing and record systems requiring knowledge of technical and program information
- Assures that accurate indexing and record controls are in place to expedite efficient retrieval
- Pulls appropriate file/referenced material upon receipt of incoming correspondence
- Identifies and combines related documents and correspondence and may have authority to make decisions on records maintenance with little or no direction from the manager
- Handles a wide variety of correspondence which may require knowledge of policies or procedures and develops non-standard responses requiring research
- May have authority to initiate independent correspondence with little direction or review by manager
- Screens telephone calls and visitors by asking pertinent questions to determine whether manager needs to be notified and then handles those determined to be routine
- May interrupt to inform manager that an important call or visitor is waiting
- May act as a representative for the manager on occasion and provide a summary of the proceedings from meetings
- May have authority to make specific pre-agreed upon decisions at meetings on behalf of the manager
- May review and manage incoming mail with responsibility for sorting, screening and routing
- May have access to confidential information which, if used indiscriminately, could result in embarrassment to the manager, legal action, loss of political advantages or loss of revenue or grant funds
- Maintains the manager's appointment calendar and schedules meetings under general guidelines
- May have discretion to screen meetings and make referrals
- Prioritizes appointments and protects free time for the manager
- Schedules follow-up material for manager requiring some knowledge of programs and policies
- Relieves manager of administrative and office detail
- May requisition supplies and maintain records of expenditures
- Acts as lead secretary, providing direction to subordinate clerical personnel on specific assignments
- Performs other clerical tasks as assigned

MINIMUM QUALIFICATIONS

Education: Possession of a high school diploma, GED equivalency or a high school proficiency certificate.

Experience: Advanced Level: Three (3) years of full-time (or the equivalent of full-time) secretarial or office clerical experience.

Other Requirements: The ability to type at a net speed of not less than 40 words per minute from clear manuscript of printed or typewritten copy.

- Ability to type 40 actual net words per minute
- Applicants must complete a timed typing test validating the ability to type at least 40 actual net words per minute. To complete the test visit <https://es.eskill.com/es/quiz/?testId=fca5ea7d4fbf0fb9>
- Test results will be sent to you via email, [please attach them to your application.](#)

SELECTION PROCESS

1. **Application Filing:** All applicants must apply on-line at www.cccounty.us/hr and submit the information as indicated on the job announcement by the final filing date.
 - a. Applicants must complete a timed typing test validating the ability to type at least 40 actual net words per minute. To complete the test visit <https://es.eskill.com/es/quiz/?testId=fca5ea7d4fbf0fb9>
 - b. Test results will be sent to you via email, please attach them to your application.
2. **Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
3. **Written Examination:** May include multiple-choice questions, writing proficiency test, and scenario based competency/behavioral questions. Test items may consist of the following assessment categories: Reading and Understanding Written Material, Email Etiquette, Business Communication, Microsoft Office Skills using: Outlook and Word. Candidates must receive a score of at least 70, which may be an adjusted score, in order to be ranked on the employment list. (Weighted 50%)
4. **Oral Interview:** Conducted by a Qualifications Appraisal Board who will evaluate candidates in job-related areas. Candidates must receive a score of at least 70, which may be an adjusted score, in order to be ranked on the employment list. (Weighted 50%)

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

CONVICTION HISTORY

After you receive a conditional job offer, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction conflicts with the specific duties and responsibilities of the job for which you have received a conditional job offer. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances. Having a conviction history does not automatically preclude you from a job with Contra Costa County. If you accept a conditional job offer, the Human Resources department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKER

All Contra Costa County employees are designated Disaster Service Workers through state and local law. Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

Secretary- Advanced Level Supplemental Questionnaire

- * 1. **A completed supplemental questionnaire is required for this position.**
This supplemental questionnaire will be used to identify your work preferences. If you are placed on the hiring list, you will be referred to the opportunities that you select. Although you may submit a resume as an attachment, do not answer the Employment History section of the Employment Application by indicating "see resume." Applications submitted

without a typing certificate will be considered incomplete and will not be accepted for the next phase of the recruitment process.

I understand

- * 2. Are you interested in a typing position and have the ability to type at least 40 net words per minute from clear manuscript or printed or typewritten copy?
- Yes
 No
- * 3. Applicants must complete a timed typing test validating the ability to type at least 40 actual net words per minute. To complete the test visit <https://es.eskill.com/es/quiz/?testId=fca5ea7d4fbf0fb9> Test results will be sent to you via email, please attach them to your application. If you do not have access to a personal computer, you can access the assessment at any of the 26 community libraries located throughout Contra Costa County, or contact exam@hrd.cccounty.us to set-up an appointment to take the assessment in HR's Computer Lab located in Martinez, CA
- I understand
- * 4. Did you attach a copy of your typing test results to your application for this recruitment?
- Yes
 No
- * 5. Per Personnel Management Regulation (PMR) Rule 718, this eligible list may be used for alternative certification purposes to fill other clerical vacancies such as: Secretary - Journey Level (\$3,466- \$4,778) Clerk - Experienced Level (\$3,082- \$3,824) If you are hired permanently on an alternate certification, your name will be removed from the Secretary - Advanced Level list. Would you like to be referred on alternate certifications?
- Yes
 No- If responded no, your name will only be referred for Secretary - Advanced Level positions.
6. For information and details on the job description listed above, click on the job title links below or visit our website at www.cccounty.us under Human Resources/Job Classification/Job Description. [Secretary - Journey Level Clerk - Experienced Level](#)
- * 7. If you marked "Yes" on question 5 above, which classifications are you interested in?
- Secretary- Journey Level (\$3,466- \$4,778)
 Clerk- Experienced Level (\$3,082- \$3,824)
 N/A- I would only like to be referred for Secretary- Advanced Level positions
- * 8. What shifts are you available to work?
- Day
 Evening
 Night
 Rotating Shift
 Weekends
- * 9. Departmental Preferences
- ALL DEPARTMENTS
 AGRICULTURE
 ANIMAL SERVICES
 ASSESSOR
 AUDITOR CONTROLLER
 BOARD OF SUPERVISORS
 CHILD SUPPORT SERVICES
 CLERK/RECORDER
 CONSERVATION AND DEVELOPMENT
 CONTRA COSTA FIRE
 COUNTY ADMINISTRATOR

- COUNTY COUNSEL
- DISTRICT ATTORNEY
- EMPLOYMENT AND HUMAN SERVICES
- GENERAL SERVICES
- HEALTH SERVICES
- HUMAN RESOURCES
- LIBRARY ADMINISTRATION
- PROBATION
- PUBLIC DEFENDER
- PUBLIC WORKS
- RETIREMENT
- SHERIFF
- TREASURER/TAX COLLECTOR
- VETERANS

* 10. For what type of positions would you like to be considered? Indicate all that apply.

- Permanent Full-Time (Regularly scheduled 40 hours per week, full fringe benefits)
- Permanent Part-Time (Regularly scheduled less than 40 hours per week; prorated vacation, sick leave; eligible for medical/dental benefits; retirement plan)
- Temporary – Limited Term Employment (A limited period of time, paid on an hourly basis, eligible for paid time off if assignment exceeds one (1) year)
- Permanent Intermittent (Irregular, unscheduled employment on an on-call or per diem basis, paid hourly; must be available to work every other weekend; scheduled for one major and three minor holidays. Prorated vacation and sick leave; medical coverage available wholly at employee's expense)

* 11. What regions are you interested in working in? Check all that apply

- Central (Concord, Clayton, Martinez, Pleasant Hill, and Walnut Creek)
- West (Crockett, El Cerrito, El Sobrante, Hercules, Kensington, Pinole, Richmond, Rodeo and San Pablo)
- East (Antioch, Bay Point, Brentwood, Oakley and Pittsburg)
- South (Danville, San Ramon, Orinda, and Lafayette)

* 12. I certify that I meet the announced requirements for this examination and understand that I will be eliminated at any stage in such examination if it develops that, in fact I do not meet them. I further certify that all statements made in this supplemental questionnaire and the application are true and I agree and understand that misstatements or omissions of material facts will cause forfeiture of my rights to employment with Contra Costa County.

- Yes

* Required Question