



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

ADMINISTRATIVE SECRETARY II
Application Deadline: December 7, 2021

DEPARTMENT: Health and Human Services
LOCATION: Countywide
SALARY: Range 60 \$3908 \$4099 \$4305 \$4524 \$4747**

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

ESSENTIAL JOB DUTIES: Perform both secretarial and accounting functions for the division or department head; relieve division or department head of administrative details such as compiling statistical information, preparing contracts, ordinances, resolutions, and other legal documents, and assisting in various other details; prepare reports and correspondence independently from notes, instruction, or own initiative; organize material, prepare agenda, record proceedings, and prepare meeting minutes; compile information and assist in budget preparation; may supervise, assign, and review the work of other clerical staff.

OTHER EXAMPLES OF DUTIES: Maintain routine and confidential files; review materials for errors in grammar and English usage; receive callers, providing information, answering complaints or scheduling appointments with division or department head or proper staff member; receive, open, and route mail identifying that which requires personal attention by the division or department head; schedule meetings and conferences; maintain records of purchases; compile and distribute information to various media, organizations, and agencies; operate various office machines such as, but not limited to, personal computers, adding machines, and copy machines; performs other duties as assigned.

EMPLOYMENT STANDARDS

Education/Experience: High school graduate or equivalent with three years of experience performing the duties of a Secretary or similar class; or six years of responsible general clerical experience, including work in governmental operations.

Knowledge of: County and departmental applicable procedures, rules, and regulations; modern office organization practices and procedures; filing systems; receptionist and telephone techniques; business forms, letters, and report writing; proofreading; office equipment; English usage, spelling, grammar, punctuation, and arithmetic; general organization and functions of county government.

Ability to: Perform responsible clerical and secretarial work requiring independent judgment with speed and accuracy; learn, interpret, and apply policies, laws, rules, and regulations; take responsibility for the compilation and organization of reports; compose correspondence on own initiative; make arithmetic calculations with speed and accuracy; understand and carry out oral and written directions; meet the public tactfully and courteously and answer questions in person and over the telephone; show good judgment in identifying and handling confidential information; use good judgment in assigning priority workload in dealing with officials and members of the general public in routine, emergency, and other situations; may evaluate employee performance; work cooperatively with coworkers and others contacted in the course of work. Must have ability to sit for prolonged periods of time, stand, walk, kneel, bend, twist, lift and carry up to 25 pounds; climb and descend stairs; drive a motor vehicle.

Special requirements: May be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. May be required to serve as a Disaster Service Worker during a County emergency. Must be available for evening meetings as necessary.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

APPLICATION: Applications **must be received** at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526, **no later than 5:00 p.m. December 7, 2021 (postmarks not accepted).** Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration. **All positions are considered Countywide positions,** and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.