

Shasta Area Safety Communications Agency

3101 South Street
Redding, CA 96001-6530
530-245-6500



**Administrative Secretary
Confidential**

**Salary Range
\$14.98 - \$19.13 Hourly
\$31,158.40 - \$39,790.40 Annually**

Class Purpose

This is a single position class in which the incumbent has the responsibility for Agency administrative functions. An incumbent of this class reports to the Agency Director. Under general direction, provides increasingly responsible administrative assistance to the Director in carrying out the functions of the Agency. This is a confidential classification. Confidential in this context means, a non-management employee who, in the course of his or her duties, is regularly privy to management planning or decision making.

Typical Duties

Provides administrative assistance to the Director and all other Agency management staff; maintains calendars and appointments for administrative staff; screens incoming telephone calls and refers calls not requiring the personal attention of the Director to the appropriate staff; provides reception duties during business hours; personally answers questions not requiring extensive technical knowledge; prepares information used in making administrative decisions; obtains documents and compiles background information for administrative reports; screens incoming mail and reviews outgoing mail for consistency with established guidelines; maintains controls on incoming correspondence or action documents and follows up to assure timely reply; types various correspondence, reports, minutes and other materials; takes minutes at meetings; makes arrangements for meetings and notifies persons involved; makes necessary travel and accommodation arrangements; may supervise or coordinate the work of extra help clerical employees, making assignments and revising office procedures for proper coverage and record keeping activities; establishes and maintains departmental administrative and personnel files; prepares the departmental payroll reports and personnel action forms as required; supervises the Agency payroll system and insures all records contain timely information with respect to withholding, benefits, and related material; maintains ledger of department revenue, reconciling daily receipts and preparing deposits; processes and verifies claims for payment of office expenditures; orders office supplies and equipment repairs; redesigns or revises forms when necessary and creates new forms when required; manages the Agency purchasing system; prepares purchase orders, processes invoices,

prepares claim forms and obtains approval; insures timely payment of Agency incurred expenses; maintains accurate financial records; maintains controls on incoming action documents and correspondence and follows up to insure timely replies; manages the Agency files; handles a wide variety of proprietary and confidential information relating to law enforcement, fire and medical dispatching, union negotiations and personnel files.

Qualifications

Minimum Knowledge, Skills and Abilities

Knowledge of the general principles of complex business office operations.

Knowledge of the general principles of public organization and administration.

Knowledge of Style/format of business correspondence, punctuation, spelling and general English usage.

Knowledge of filing and record keeping methods and modern office equipment.

Knowledge of the operation of personal computers and word processing software. (Word and Excel)

Knowledge of the Brown Act, CPRA, payroll law and risk management.

Ability to interact effectively with employees, public and other elements of government.

Ability to analyze technical problems, evaluate alternates and interpret rules, policies and procedures.

Ability to type not less than 45 words per minute of clear copy.

Ability to pass a full police background investigation

Competency Knowledge, Skills and Abilities

Thorough knowledge of Agency administrative policies and procedures.

Thorough knowledge of Agency fiscal and business activities.

Ability to organize work effectively to meet critical administrative deadlines.

Ability to keep the Director thoroughly informed on all Agency business affairs.

Ability to attend all scheduled work periods

Training and Experience

Any combination of education and experience equivalent to five years of progressive secretarial or complex business office experience. Knowledge of personal computer and word processing software.

Licenses/Certificates

Possession of a valid California driver's license.

Current Typing Certificate of 45 words per minute.

Benefits

SHASCOM-paid employee share of CalPERS 2% at 55 retirement plan
Shared premiums of health, vision, and dental plan, based on Agency's existing "84% of average premium" formula.
SHASCOM-paid premiums for life insurance, \$50,000 benefit.
SHASCOM-paid premiums for long-term disability insurance.
Twelve and a half fixed holidays.
Twelve days of sick leave accrued per year.
SHASCOM contributes toward health care cost after retirement.
Deferred Compensation-457 plan available for employee contribution on pre-tax basis.
No Social Security participation.
Employee paid S.D.I.
Employee paid AFLAC available.

Application and Selection Procedure

Final Filing Date: December 28, 2009 at 5:00 p.m.

To Apply: Download an application from our website at www.shascom911.com or call 530-245-6500 to request the document by mail, and return, with your resume, to:

SHASCOM 9-1-1
Attn: Joy Willis
3101 South Street
Redding, CA 96001

Applications will be screened to determine those who are best qualified to continue to the selection process. Candidates considered qualified based on the information provided will be invited to participate in an Oral Board interview on January 12, 2010 to further assess their qualifications.

Upon successful completion of the Oral Board interview, applicants will complete a background packet. This packet will be submitted back to SHASCOM no later than January 28, 2010. A thorough police background check, physical exam, and drug screen will be conducted for the final candidates.

Upon successful completion of the background check, physical exam, and drug screen the final candidates will be invited to the Selection interview. The projected date for this final interview is February 1, 2010.

AN EQUAL OPPORTUNITY/FEDERAL AFFIRMATIVE ACTION EMPLOYER